

DOCUMENT RESUME

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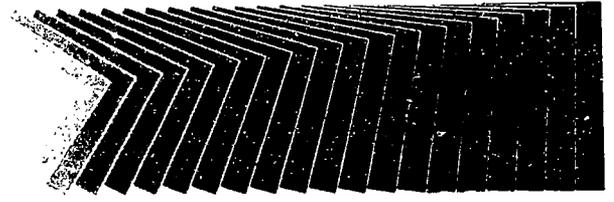
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ABSTRACT

To gather information on effective library signage, the Association of Research Libraries (ARL) distributed a survey to its 119 member libraries in fall 1994. Eighty libraries completed the survey. Responses overwhelmingly show the tremendous variety in the way libraries manage signs. Sixty percent of responding libraries report that their institutions do not have a signs system, manual, or written guidelines and policy. Of the 32 institutions that do have a systematic approach to signs, 22 have an on-campus office that produces signs, and 4 institutions require that permanent signs for all campus buildings be produced centrally. Only 12 libraries have signs manual; 17 have written guidelines and policies; and several of the 18 without existing guidelines are in the process of developing guidelines or manuals. Only 23 libraries have systematically evaluated the signs in their buildings. Upper and lower case letters are combined for signs in nearly two-thirds of the responding libraries; seven libraries use all upper case; two use all lower case. Thirty-seven different color combinations for letters and background were offered as visible and legible for signs. A white background with black letters is considered the most effective in libraries. Respondents identified 23 color combinations as difficult to read. Libraries tend to use a combination of sign construction sources, both in-house and outside the library. For libraries that construct signs in-house, over 90% report that signs are computer-generated. The staff at most libraries walk through the building to decide where signs are needed; many libraries incorporate user input as well. One-half of the responding libraries report that vandalism of signs is only a minor problem; only nine report that it is a major problem. Although 37 libraries report that their signs do not yet conform to Americans with Disabilities Act (ADA) requirements, a significant number of libraries are incorporating raised lettering and Grade II Braille for the newer signs. Examples of institutional guidelines, manuals, guidelines and instructions, and specifications are provided. A 19-item annotated bibliography is included. (MAS)

SPENCER



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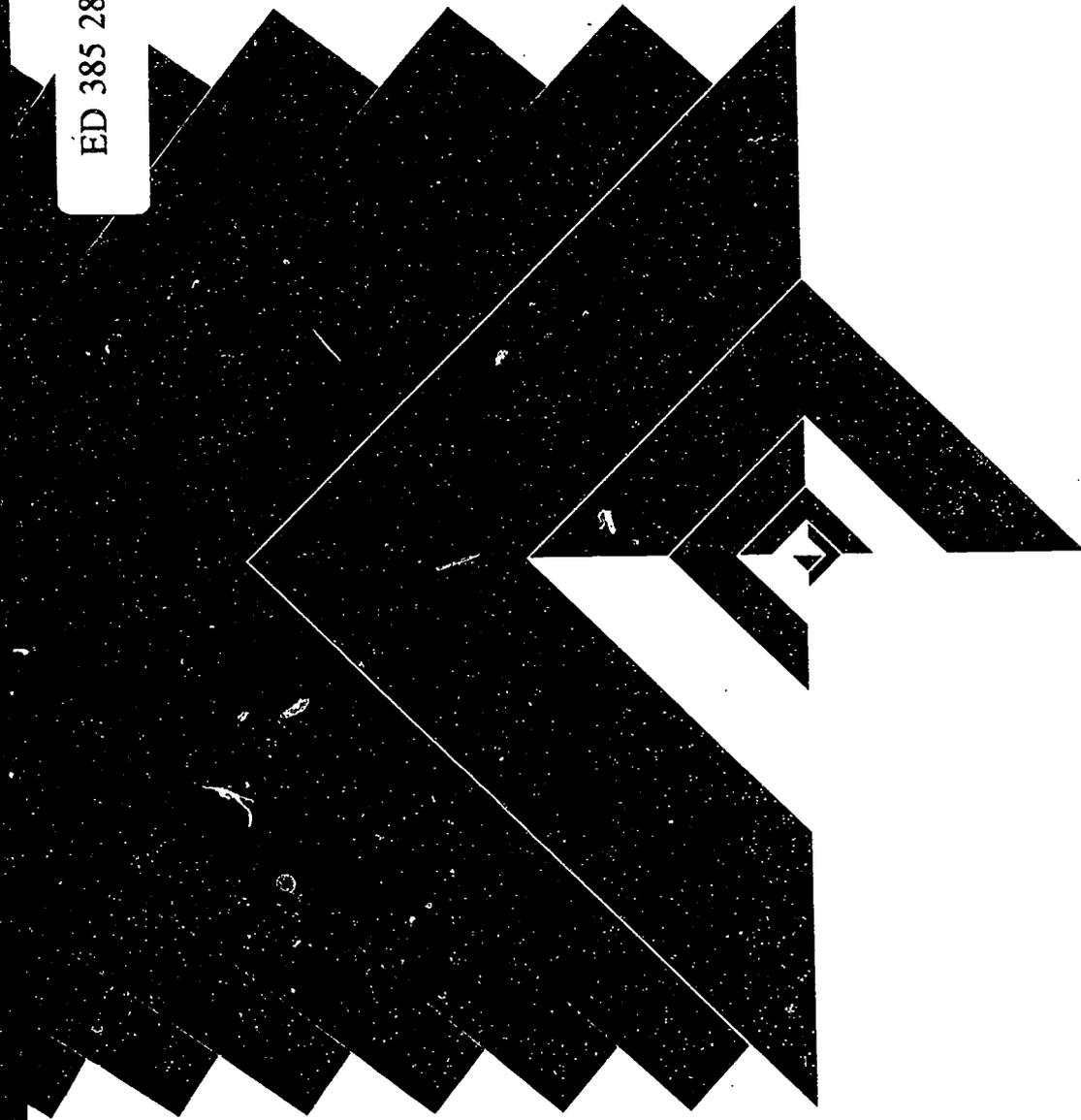
Kit 208

Effective Library Signage
May 1995

ED 385 288

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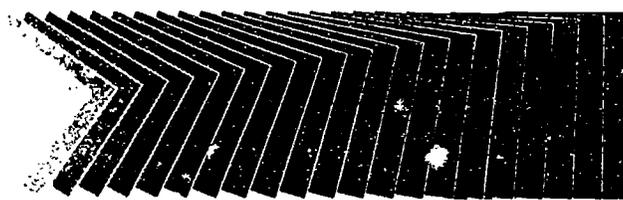
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OFFICE OF MANAGEMENT SERVICES

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S Y S T E M S A N D P R O C E D U R E S E X C H A N G E C E N T E R

Flyer 208

Effective Library Signage May 1995

INTRODUCTION

Perhaps no aspect of library design is as vital to the success of library users as is effective signage, and certainly few other aspects are as perplexing for library planners. The signs in a library building set the stage for a friendly or a hostile environment, for a helpful or a confusing library visit, especially for first-time users. Librarians often cannot rely on architects and interior designers to plan effective signage and must address this feature of library building design on their own.

To gather information on effective library signage, ARL distributed a survey to its 119 member libraries in fall 1994. A total of 81 libraries responded (80 libraries completed the survey; one library sent materials without answering the survey questions) for a response rate of 67%.

SURVEY RESULTS

Responses to this survey overwhelmingly show the tremendous variety in the way libraries manage signs as evidenced by the numerous unique answers.

A systematic institution-wide approach to signage can guide librarians in designing signs in their buildings. However, 60% of the responding libraries report that their institutions do not have a signs system, a signs manual, or written guidelines and policies. Of the 32 institutions that do have a systematic approach to signs, 22 have an on-campus office that produces signs, and four institutions require that permanent signs for all campus buildings must be produced centrally.

Twenty-four respondents have a signs system for all library buildings. The position responsible for managing library signs in these libraries ranges from the library director to a secretary, and covers all levels between, such as assistant and associate university librarians, graphics personnel, public services librarians, and building administrators. One library reported having a Signage Coordinator position.

One-half of all reporting libraries have an overall signs system in the main library building. Only 12 libraries have a signs manual; 17 have written guidelines and policies regarding signs in the main library. Although 18 libraries

report no guidelines at all, several are in the process of developing signage guidelines or indicate that their informal guidelines and specifications may develop into a signs manual.

Only 23 libraries have systematically evaluated the signs in their buildings. The methods of evaluation most often used are monitoring patron questions and observing patron behavior.

Design: Upper and lower case letters are combined for signs in nearly two-thirds of the responding libraries. Only seven libraries use all capital letters; two libraries use all lower case letters. Twelve libraries use a combination of upper and lower case letters and letters of uniform size. By far the most popular typeface is Helvetica in regular, light, or bold.

Thirty-seven different color combinations for letters and background were offered as visible and legible for signs. A white background with black letters is considered the most effective in most libraries. However, many consider a dark background with lighter letters to be more visible and legible: black, blue, red/burgundy, or brown backgrounds with white letters were most often listed.

Respondents identified 23 color combinations as difficult to read. The two color combinations most often cited as problematic are a red background with black letters and a dark gray background with white letters. Four color combinations were listed both as being visible and legible by some libraries and as difficult to read by others.

Although most libraries use signs for strictly functional purposes, several have introduced more eye-catching designs. Some libraries use fluorescent and even neon colors effectively. One respondent uses pictograms to pull together directional and instructional signage in the otherwise confusing networked environment.

Construction: Libraries tend to use a combination of sign construction sources, both in-house and outside the library. For signs made in-house, 63 libraries produce signs through a particular library department or individual. Library staff members make signs on an ad hoc basis in 47 libraries, and in two libraries an in-house graphic designer

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makes the signs. Forty-eight libraries have vendor-produced signs, and 40 libraries have signs made by an institutional office outside the library.

For libraries that construct signs in-house, over 90% report that the signs are computer-generated; 31 libraries use a sign or labeling machine; 27 libraries have hand-lettered signs; 19 use dry transfer letters; and seven libraries use die-cut vinyl adhesive letters on glass or wood. In areas where signs change often, such as in the stacks, one library uses sign holders (plastic frames with a clear face and a colored border) into which computer-generated signs are inserted.

Libraries use a variety of materials for both sign background and lettering. The background material most often used is paper, followed by acrylic, plastic laminate, and mounting board. Other substances used, in rank order of preference, are Plexiglas, metal, and wood-based products. Some libraries apply lettering directly to the wall surfaces.

The lettering material most often used is die-cut vinyl, followed by engraved, dry-transfer, silk-screened, and painted. Several libraries use three-dimensional letters, plastic pin letters, and interchangeable "Lego" letters. And, of course, a large number of libraries generate lettering by computer.

Libraries list engraved plastic laminate and vinyl letters on acrylic, plastic, or Plexiglas as the most durable materials for signs. One library suggested that since signs change so often, appearance, cost, and ease of production are more important than the durability of materials; this particular library uses vinyl letters on acrylic for its signs.

Location & Installation: It is not easy to determine where signs are needed in the building; hence, many libraries end up with too many signs. The staff at most libraries walk through the building to decide where signs are needed, but it is interesting to note that many libraries make this decision by incorporating user input as well. Libraries also monitor users' directional questions, allow a committee to decide, or simply respond to library staff requests when making decisions about where to place signs.

Signs are most often installed flat-fixed, with adhesive or tamper-proof screws, and sometimes with double-sided tape. Other methods for installing signs, in rank order, are suspension, easel-mounted, free-standing, letters directly on the wall, projecting, and lettering on glass.

Vandalism: One-half of the responding libraries report that vandalism of signs is a only minor problem; only 9 libraries report that it is a major problem. The vandalism cited most often is defacement (56%), followed by theft (46%), and removal of letters (30%).

Libraries combat vandalism by using reverse engraving on signs, placing vinyl letters on the reverse side of Plexiglas, installing Plexiglas over signs, or laminating signs. Several libraries place signs only in high traffic areas where vandalism is less likely to occur.

Temporary Signs: One respondent correctly notes that all too often there is a discrepancy between the guidelines

and actual practice. Temporary signs are especially difficult to manage. In six libraries temporary signs must conform to the same guidelines as permanent signs. Several libraries have guidelines specifically developed for temporary signs, but 44 libraries have no restrictions or guidelines whatsoever. Libraries attempt to manage temporary signs in other ways: requiring that the temporary signs must resemble the permanent signs although constructed with less expensive materials, or requiring that only one person makes all temporary signs thereby ensuring that the lettering is standardized. Some libraries simply do not allow hand-lettered signs, and others require that even temporary signs must conform to colors representative of the building.

Americans with Disabilities Act: ADA has had a positive effect on library signage. Although 37 libraries report that their signs do not yet conform to ADA requirements, a significant number of libraries are incorporating raised lettering and Grade II Braille for the newer signs. Other considerations such as having proper contrast in the color of background and lettering and the eliminating glare on signs, are important design qualities regardless of ADA. Several institutions are in the process of making the ADA mandated changes in signs campus-wide.

ISSUES & TRENDS

Although survey results show that a systematic approach to developing signage systems is still nonexistent in some libraries, signage in academic libraries is improving and is finally being taken seriously as an important library function. Librarians are becoming more conscious of the need for appropriate signage.

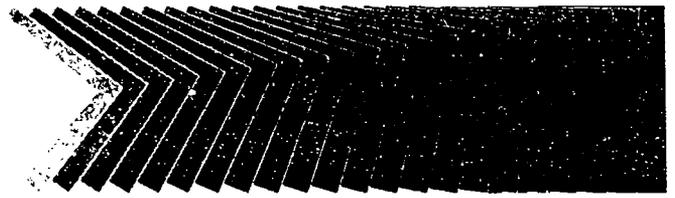
Although new and inexpensive products to manufacture signs are available from various commercial vendors, one of the greatest impacts on library signage has been the proliferation of personal computers. Today, libraries can use various desk-top publishing and specialized signage packages to make attractive, helpful signs. This is a fast and inexpensive method of producing most temporary, as well as many permanent signs.

CONCLUSION

The shifting and movement of collections and service points have resulted in physical changes that contribute to the confusion of library users. With the advent and influence of electronic technology on academic libraries, new spaces have been created to accommodate new types of services, catalogs, and equipment, thus resulting in a greater need for precise signage to guide users to collections, services, and offices. Maintaining signs is much like maintaining the collection; it is ongoing. No signage system is ever completed.

This Kit and Flyer were compiled by Kate W. Ragsdale, University of Alabama and Donald J. Kenney, Virginia Polytechnic Institute and State University and were prepared as part of the OMS Collaborative Research/Writing Program.

SPEC



S Y S T E M S A N D P R O C E D U R E S E X C H A N G E C E N T E R

Effective Library Signage

A SPEC Kit compiled by

Kate Ragsdale
University of Alabama

and

Don Kenney
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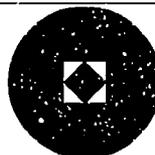
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OFFICE OF MANAGEMENT SERVICES

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The ARL Office of Management Services has served the library community for over twenty years with programs and publications geared toward improving performance in library management. The SPEC program was established in 1973 to identify expertise and encourage its exchange among library staff through an on-going survey and review process. Originally established as an information source for ARL member libraries, the SPEC program has grown to serve the needs of the library community world-wide.

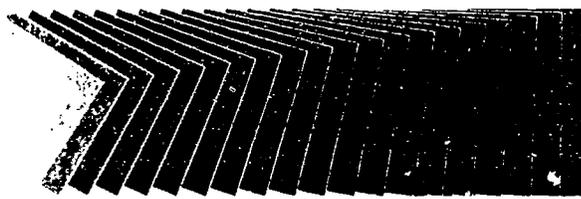
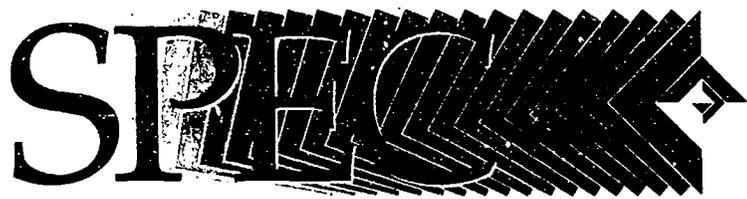
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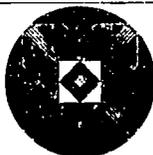
S Y S T E M S A N D P R O C E D U R E S E X C H A N G E C E N T E R

Kit 208

Effective Library Signage
May 1995

Table of Contents

Survey Results	3
Institution Guidelines		
University of Alberta, <i>Signs, Posters, Notices and Banners</i>	15
Yale University, <i>Signage Standards</i>	19
Task Force Report		
University of Notre Dame, <i>Signage Task Force Report</i>	25
Manuals		
Arizona State University, <i>Library Signage Manual</i>	57
University of California, Riverside, <i>Sign System Manual</i>	83
Guidelines & Instructions		
Iowa State University, <i>Permanent Public Sign Policy</i>	113
University of British Columbia, <i>Signage</i>	115
Specifications		
University of Connecticut, <i>Sign Types B.1 through W</i>	121
University of Illinois at Urbana-Champaign, <i>Identifying Devices</i>	141
Selected Readings	169





S Y S T E M S A N D P R O C E D U R E S E X C H A N G E C E N T E R

SURVEY RESULTS

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ARL Survey Results - Effective Library Signage

Number of institutions receiving the survey	119
Number of institutions responding	81
Number of institutions answering survey	80
Number of institutions sending materials only	1
Percentage answering survey:	67%

Percentages are based on the 80 libraries that answered the survey.

POLICIES AND SIGNAGE SYSTEMS

1. Does the university/institution have: (CHECK ALL THAT APPLY)

<u>30</u> Institution-wide signs systems	38%
<u>19</u> Written guidelines/policies regarding signs	24%
<u>8</u> Signs manual	10%
<u>48</u> None of the above	60%

2. If the university/institution has a signs system or policy, does one office unit within the institution produce signs for the campus?

<u>22</u> Yes	28%
<u>10</u> No	13%

3. If the answer to question 2 is yes, must the signs for all buildings within the university/institution be constructed by this office?

<u>7</u> Yes	9%
<u>12</u> No	15%

4. Does the library have a libraries-wide (all buildings) signs system?

<u>24</u> Yes	30%
<u>54</u> No	68%
<u>1</u> Yes and No	1%
<u>1</u> No answer	1%

5. How recently was the sign system installed?

<u>6</u> In last five years	8%
<u>16</u> More than five years ago	20%

- 6a. What position is responsible for the sign system?

<u>4</u> Library Graphics Service Coordinator	5%
<u>3</u> Assistant/Associate University Librarian	4%
<u>2</u> Building Administrator	3%
<u>16</u> Other (no duplicate answers)	20%

- 6b. To which position does this individual report?

<u>9</u> Director/Dean of Libraries	11%
<u>3</u> AUL, Administrative Services	4%
<u>2</u> AUL, Public Services	3%
<u>2</u> Library Department Head	3%
<u>8</u> Other (no duplicate answers)	10%

(Questions 7 through 28 are intended to refer only to the main library building, not the branches)

7. Does the library utilize any of the following: (CHECK ALL THAT APPLY)

<u>40</u> Library-wide signs system (single building)	50%
<u>12</u> Signs manual	15%
<u>17</u> Written guidelines/policies regarding signs	21%
<u>18</u> Guidelines regarding placement	23%
<u>38</u> Informal guidelines regarding signs design	48%
<u>18</u> No guidelines	23%
Other, please specify:	
<u>2</u> Specific color scheme	3%
<u>2</u> Specifications exist but are not formally compiled into a manual	3%
<u>2</u> Guidelines in development	3%
<u>8</u> Other (no duplicate answers)	10%

8. If policies or guidelines govern library sign design and manufacture, which signs are covered by these guidelines? (CHECK ALL THAT APPLY)

<u>19</u> All signs	24%
<u>20</u> Signs made by vendors	25%
<u>20</u> Signs made in library	25%
<u>13</u> Temporary signs	16%
Other, please specify:	
<u>2</u> All permanent signs only	3%
<u>5</u> Other (no duplicate answers)	6%

9. If policies and guidelines govern library sign design and construction, which aspects of design are covered by these policies/guidelines? (CHECK ALL THAT APPLY)

<u>20</u> Use of signs	25%
<u>19</u> Use of temporary signs	24%
<u>41</u> Physical characteristics (size, shape, colors, etc.)	51%
<u>34</u> Lettering (typeface, size of letters, spacing of letters/lines, etc.)	43%
<u>32</u> Specifications on type and quality of material used	40%
<u>37</u> Placement/installation	46%
<u>20</u> Construction	25%
<u>9</u> Maintenance	11%
<u>6</u> Other (no duplicate answers)	8%

10. If guidelines regarding signage are informal, what general guidelines does the library use when planning for and designing signs? Could you provide at least two informal rules that you use at your library?

General principles (selected):

- For maximum effect, try to keep the number of signs to a minimum
- Brevity, clarity, and directness of message
- Sign color, wording, and placement uniform throughout the building
- If it will help users find information, create a sign
- Locate signs where the information is most visible and relevant
- Signs must be clear, simple, easy to read and understand
- Consistent letter type, size, and color of background
- Attempt to be consistent in the type of temporary signs used
- All signs made must be done on a sign machine or computer--i.e. no hand-written signs
- For legibility, use a combination of upper and lower case letters
- Simple, standard, and readily available typeface and materials
- Proof actual signs, not just copy, before installation
- It is worth the cost to have permanent signs manufactured professionally
- Provide funds in library budget for regular maintenance, repair, or replacement of signs
- Invest in sign holders rather than affixing temporary signs to the wall
- Make paper signs conform to standard paper sizes

DESIGN

11. The text of signs in the library is:

- | | |
|--|-----|
| <u>7</u> All upper case letters | 9% |
| <u>2</u> All lower case letters | 3% |
| <u>53</u> A combination of upper and lower case letters | 66% |
| <u>11</u> A combination of upper and lower case letters and all upper case letters | 14% |

12. What typefaces has your library found to be the most effective?

- | | | | |
|----------------------|-----|----------------------------------|----|
| <u>38</u> Helvetica | 48% | <u>2</u> Clarendon Bold | 3% |
| <u>5</u> Optima | 6% | <u>2</u> New Century School Book | 3% |
| <u>3</u> Times | 4% | <u>2</u> Optima | 3% |
| <u>3</u> Times Roman | 4% | <u>2</u> Roman | 3% |

13. What color combinations in lettering and background has your library found to be the most effective for visibility and legibility?

- | | |
|---|-----|
| <u>27</u> White background with black lettering | 34% |
| <u>19</u> Black background with white lettering | 24% |
| <u>9</u> Blue background with white lettering | 11% |
| <u>7</u> Red background with white lettering | 9% |
| <u>6</u> Brown background with white lettering | 8% |
| <u>4</u> Dark brown background with white lettering | 5% |
| <u>22</u> Other (no duplicate answers) | 28% |

Color combinations suggested by 3 libraries: 4%

- | | |
|-----------------------|-------------------|
| Dark gray with white | Tan with black |
| Dark green with white | Yellow with black |
| Burgundy with white | White with red |

Color combinations suggested by 2 libraries:

3%

- White with dark blue
- Royal blue with white
- Beige with dark brown

14. What color combinations in lettering and background has your library used which turned out to be hard to read?

- | | |
|--|-----|
| <u>4</u> Red background with black lettering | 5% |
| <u>3</u> Dark gray background with white lettering | 4% |
| <u>2</u> Clear background with white lettering | 3% |
| <u>2</u> Dark background with black lettering | 3% |
| <u>2</u> Orange background with white lettering | 3% |
| <u>2</u> Yellow background with white lettering | 3% |
| <u>17</u> Other (no duplicate answers) | 21% |
| <u>3</u> None | 4% |

15. Describe mistakes to avoid in design, production, and/or installation of signs.

Mistakes to avoid (selected):

- Too many signs
- Too many words
- Too big or too small
- Providing answers for which there are no questions
- Listening to the architect about the selection of signs if it is different from what you think the patrons need; the architect may never set foot in your building again after its completion
- Having obsolete signs/signs that misinform
- Using all capital letters
- Improper kerning of words/letters
- Not enough color contrast in lettering and background
- Choosing materials that might not be available later
- Using silkscreen unless sign is "permanent"
- Using expensive materials for temporary signs; not using cheaper replacement parts for permanent signs
- Using large Plexiglas panels--they are fragile, expensive to replace, and sometimes give off too much glare
- Using adhesive letters on mat board as it is sufficiently porous to dry out the adhesive overnight
- Letters that break easily
- Making signs with felt tip pens
- Sloppy, crooked installation
- Using adhesive that is not industrial strength; give up and screw to the wall
- Ceiling-hung directional signs which are 2-3' above eye level
- Signs which are not tamper resistant near or in elevators or in low traffic areas

16. Has the library developed any especially eye-catching, clever, or creative signs?

- | | |
|---------------|-----|
| <u>18</u> Yes | 23% |
| <u>41</u> No | 51% |

CONSTRUCTION

17. Who makes the signs used in the library? (CHECK ALL THAT APPLY)

<u>48</u> Professional vendor	60%
<u>40</u> Institutional department outside the library	50%
<u>63</u> Library department or individual	79%
<u>47</u> Individual library staff members on ad hoc basis	59%
<u>5</u> Other (no duplicate answers)	6%

18. If signs are made by the library, how are they made? (CHECK ALL THAT APPLY)

<u>31</u> Sign or labeling machine (specify manufacturer)	39%
<u>8</u> Kroy	
<u>4</u> Gerber	
<u>2</u> Leteron	
Other answers: Hermes Vanguard 7000, Sign Press	
<u>73</u> Computer-generated	91%
<u>27</u> Hand-lettered	34%
<u>19</u> Dry transfer letters	24%
Other, please specify	
<u>7</u> Vinyl	9%
<u>2</u> Flexicut software on a Mac with Roland sign (vinyl) cutter	3%

19. What materials are used for signs? (CHECK ALL THAT APPLY)

Background:

<u>38</u> Acrylic	48%
<u>17</u> Metal	21%
<u>55</u> Paper	69%
<u>38</u> Plastic laminate	48%
<u>27</u> Plexiglas	34%
<u>37</u> Mounting board	46%
<u>14</u> Wood-based products	18%

Lettering:

<u>22</u> Dry-transfer	28%
<u>47</u> Die-cut vinyl	59%
<u>14</u> Plastic pin-lettering	18%
<u>26</u> Engraved	33%
<u>9</u> Interchangeable vinyl	11%
<u>16</u> 3-dimensional (cork, metal, plastic, styrofoam, etc.)	20%
<u>20</u> Painted	25%
<u>21</u> Silkscreened	26%

Other, please specify:

<u>4</u> Foam core	5%
<u>3</u> Cardboard	4%
<u>3</u> Wall	4%
<u>2</u> Banner	3%
<u>2</u> Mat board	3%
<u>2</u> Phenolic engraving stock, gravelply, coroplast, lumaboard (PVC sheet), Embosoboard, trovicil	3%

<u>13</u> Computer-generated	16%
<u>3</u> Ink	4%
<u>2</u> Raised/tactile, ceramic, carved in wood, color stat, Embosopaper II, Lego	3%

20. For maintenance, what design characteristics are most important to the library?

(CHECK ALL THAT APPLY)

<u>53</u> Easy installation	66%
<u>60</u> Durable materials	75%
<u>36</u> Availability in the future	45%
<u>47</u> Vandalism resistance	59%
Other, please specify:	
<u>11</u> Flexibility	14%
<u>4</u> Other (no duplicate answers)	5%

21. Which materials has your library found most durable?

<u>14</u> Plastic laminate	18%
<u>7</u> Acrylic	9%
<u>6</u> Plexiglas with vinyl lettering	8%
<u>3</u> Mounting board	4%
<u>3</u> Formica or plastic with vinyl lettering	4%
<u>3</u> Metal with painted or vinyl lettering	4%
<u>2</u> Foam core with vinyl lettering	3%
<u>2</u> Engraved phenolic	3%
<u>2</u> Gravoply (3-ply extruded acrylic)	3%
<u>7</u> Other (no duplicate answers)	9%

LOCATION

22. How does the library decide what signs are needed and where they should be located?

(CHECK ALL THAT APPLY)

<u>36</u> Committee	45%
<u>48</u> User input	60%
<u>58</u> Building walk-through	73%
<u>36</u> Monitoring user directional questions	45%
<u>16</u> Testing with mockups	20%
<u>25</u> Observing signs at other libraries/public buildings	31%
Other, please specify:	
<u>8</u> Staff/unit head request or input	10%
<u>2</u> Architect/sign vendor recommendations	3%
<u>2</u> Ad hoc	3%
<u>8</u> Other (no duplicate answers)	10%

23. How are temporary signs handled? (CHECK ALL THAT APPLY)

<u>6</u> Must conform to guidelines for permanent signs	8%
<u>14</u> Must conform to guidelines for temporary signs	18%
<u>44</u> No restrictions or guidelines	55%
Other, please specify	
<u>2</u> informal guidelines	3%
<u>8</u> Other (no duplicate answers)	10%

24. For new or renovated library buildings in your system, who is responsible for planning the signs?

<u>Location/Copy:</u>		<u>Design: Color, Size, Lettering</u>	
<u>31</u> Architect	39%	<u>33</u> Architect	41%
<u>15</u> Interior designer	19%	<u>18</u> Interior designer	23%
<u>5</u> Vendor	6%	<u>6</u> Vendor	8%
<u>54</u> Library staff	68%	<u>42</u> Library staff	53%
Other, please specify:			
<u>3</u> Combination of architect, university architect, and library staff varies, but with staff input			4%
<u>2</u> Graphics staff			3%

INSTALLATION

25. How are signs installed in the library? (CHECK ALL THAT APPLY)

<u>60</u> Suspended	75%
<u>74</u> Flat-fixed	93%
<u>39</u> Letters directly on the wall	49%
<u>41</u> Free-standing	51%
<u>44</u> Easel-mounted	55%
<u>18</u> Projecting	23%
Other, please specify:	
<u>2</u> Vinyl on glass	3%
<u>2</u> Tape	3%
<u>6</u> Other (no duplicate answers)	8%

26. How are flat-fixed signs installed? (CHECK ALL THAT APPLY)

<u>68</u> Adhesive	85%
<u>57</u> Screw to wall	71%
<u>10</u> Keyhole fitting on back of sign over screw on wall	13%
Other, please specify:	
<u>3</u> Tape	4%
<u>3</u> Other (no duplicate answers)	4%

VANDALISM

27. How would you rate theft, vandalism and/or defacing signs in the library?

<u>9</u> Great problem	11%
<u>41</u> Minor problem	51%
<u>2</u> Medium problem	3%
<u>26</u> Seldom occurs	33%

28. What vandalism to signs is prevalent in the library? (CHECK ALL THAT APPLY)

<u>45</u> Defacement	56%
<u>37</u> Theft	46%
<u>24</u> Removal of letters	30%
<u>11</u> Other, please specify	14%

29. What precautions has the library taken to combat signs vandalism?	
<u>7</u> Laminating paper signs	9%
<u>6</u> Tamper-proof screws	8%
<u>5</u> Clear cover over signs	6%
<u>4</u> Signs in high traffic areas	5%
<u>3</u> Security guards	4%
<u>3</u> Hanging signs when appropriate	4%
<u>3</u> Lettering on back of clear signs, reverse engraving	4%
<u>2</u> Securing with adhesive	3%
<u>2</u> Replacing stolen components quickly	3%
<u>2</u> Signs holders	3%
<u>2</u> Security strips	3%
<u>4</u> Other (no duplicate answers)	5%

EVALUATION

30. Has the library systematically evaluated its signs?	
<u>23</u> Yes	29%
<u>57</u> No	71%

31. If yes to question 30, what tools has the library used for evaluating its signs? (CHECK ALL THAT APPLY)	
<u>5</u> Interviews	6%
<u>9</u> Surveys	11%
<u>7</u> Focus groups	9%
<u>18</u> Monitoring of patron questions	23%
<u>2</u> Experimental exercise in direction-finding	3%
Other, please specify:	
<u>3</u> Feedback from library staff	4%
<u>2</u> Consultant's report	3%
<u>5</u> Other (no duplicate answers)	6%

32. What changes has the library made in signs as a result of the ADA? (CHECK ALL THAT APPLY)	
<u>18</u> Raised lettering	23%
<u>9</u> Raised images	11%
<u>16</u> Grade II Braille copy	20%
<u>10</u> Signs on all permanent rooms/areas with raised lettering, images, and grade II Braille copy	13%
<u>12</u> Elimination of glare on signs	15%
<u>23</u> Contrast between color of background and lettering	29%
<u>27</u> Use of international symbol of accessibility	34%
<u>37</u> Signs in the library do not yet conform to ADA requirements	46%
<u>12</u> Library sign design incorporated the above prior to the ADA	15%
<u>9</u> Other, please specify	11%

Responding Institutions

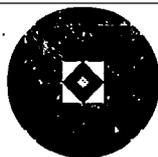
University of Alabama	University of Massachusetts
University of Alberta	Massachusetts Institute of Technology
University of Arizona	University of Miami
Arizona State University	University of Michigan
Boston University	Michigan State University
Brigham-Young University	University of Minnesota
University of British Columbia	University of Missouri
Brown University	National Library of Medicine
University of California, Berkeley	University of Nebraska-Lincoln
University of California, Davis	University of North Carolina
University of California, Irvine	North Carolina State University
University of California, Los Angeles	Northwestern University
University of California, Riverside	University of Notre Dame
University of California, San Diego	Ohio State University
University of California, Santa Barbara	University of Oklahoma
Case Western Reserve University	Oklahoma State University
Center for Research Libraries	University of Pennsylvania
University of Chicago	Penn State University
Colorado State University	Princeton University
Columbia University	Purdue University
University of Connecticut	Rice University
University of Delaware	University of Rochester
Emory University	Rutgers University
University of Florida	Smithsonian Institution
Florida State University	State University of New York - Albany
Georgetown University	State University of New York - Stony Brook
Georgia Institute of Technology	Syracuse University
University of Guelph	Temple University
University of Hawaii	University of Tennessee
University of Houston	University of Texas
Howard University	Texas A & M University
University of Illinois at Urbana-Champaign	University of Toronto
Indiana University	Tulane University
Iowa State University	Virginia Polytechnic & State University
Kent State University	Washington University
University of Kentucky	University of Waterloo
Linda Hall Library	Wayne State University
Louisiana State University	University of Western Ontario
McMaster University	University of Wisconsin
University of Maryland	



S Y S T E M S A N D P R O C E D U R E S E X C H A N G E C E N T E R

INSTITUTION GUIDELINES

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

Section: DEPARTMENT OF PHYSICAL PLANT

Subject: SIGNS, POSTERS, NOTICES AND BANNERS

OVERVIEW

In order to maintain an esthetically pleasing and functional campus environment relating to the affixing of posters, notices and banners on the University campus, and to assist the University community and visitors in finding their way around this campus, the following regulations apply.

FACILITIES SIGN SYSTEM COMMITTEE

The Facilities Sign Systems Committee, under the direction of the Associate Vice-President (Facilities), was established for the purpose to:

Evaluate the current sign system in use at the University.

Oversee the design and development of a standard signage program for the University that is consistent with the needs of academic and administrative units.

Co-ordinate the implementation, in consultation with the Visual Identity Committee, of signage standards for interior and exterior locations. Specifically, the Committee will address the use of signs in the following application for interior and exterior signage.

Interior signage includes directional signs, directories, room and door identifications, informational and regulatory signs, health and safety signs, and signs for special applications.

Exterior signage includes directional signs, parking control signs, traffic control signs, building identification, construction signs, and signs for other special applications

INTERIOR PERMANENT SIGNS

Guidelines, approved by the Board, exist for the interior sign systems in University buildings. These guidelines and standards relate to directory boards, room identification, signs, directional signs and special purpose signs (i.e. safety, fire, evacuation etc.).

Any large, unusual or special signs not covered by the guidelines and standards must receive the approval of the Building Trades Manager.

For further information, please refer to the "Guide to the Department of Physical Plant or contact the Building Superintendent or the the Physical Plant Work Order Desk (4833).

INTERIOR TEMPORARY SIGNS

Interior displays are to be confined to existing notice boards installed at convenient locations in campus buildings for this purpose.

Interior displays must not be placed on painted surfaces, plastered walls, woodwork, or on blackboards. Masking tape only may be used to affix displays to surfaces other than above when a greater distribution is desired for special events for a short period of time. Interior displays may be affixed to glass doors provided vision is not obstructed so as to create a safety hazard and prior approval

Section: DEPARTMENT OF PHYSICAL PLANT

Subject: SIGNS, POSTERS, NOTICES AND BANNERS

**INTERIOR TEMPORARY
SIGNS**

has been obtained from the Building Services Manager (5224). Tacks, nails, staples, glue, rubber cement or a permanent adhesive are prohibited.

**EXTERIOR PERMANENT
SIGNS**

Guidelines, approved by the Board, exist for the exterior sign systems of University buildings. These guidelines and standards relate to directory boards, room identification, signs, directional signs and special purpose signs (i.e. safety, fire, evacuation etc.).

Any large, unusual or special signs not covered by the guidelines and standards must receive the approval of the Grounds Manager (4261).

For further information, please refer to the "Guide to the Department of Physical Plant or contact the Building Superintendent or the the Physical Plant Work Order Desk (4833).

**EXTERIOR TEMPORARY
SIGNS**

Only limited notice board space is available on campus grounds for posters and signs. Affixing such displays to grounds furnishings, light posts, and trees is not permitted.

Before using dyes for lettering on snow, or for use on ice sculptures, consult the Grounds Manager (4261), for materials non-toxic to plant life.

Portable notice boards are available for special events, and in exceptional cases permission may be obtained to utilize the exterior glass enclosed directory boards, space permitting. Arrangements for their use, and costs involved can be made by contacting the Grounds Manager (4261).

**SPECIAL DISPLAYS AND
BANNERS**

For assistance and approval of any large and unusual special displays not covered by the foregoing should be discussed with the Building Trades Manager (4261) for exterior signage or contact the Building Services Manager (5224) for interior signage prior to the assembly in order to ensure that the material used meets the requirements of flame resistance as prescribed in the fire code.

Banners may be placed in specific locations in the multi-floored core area in the Central Academic building, on the south concrete railing of the Faculty of Business building galleria and on the south upper wall of the student activity area in the concourse of Physical Education east. The size of the banner, method of fastening and duration are in all cases subject to the approval of the Building Services Manager.

Banners may be approved to a size not exceeding 8' x 16' (1200mm x 2400mm), and must be a minimum of 10' (3000mm) above floors. All banners must be treated with a flame-proofing agent in accordance with fire and safety regulations, and are subject to monitoring by the University Fire Protection Officer. Flame-proofing agents can be obtained from the Building Services Division general office.

Section: DEPARTMENT OF PHYSICAL PLANT

Subject: SIGNS, POSTERS, NOTICES AND BANNERS

**SIZE AND NUMBER
CRITERIA**

Only a moderate number of posters, notices and banners may be placed in any one location. Dimensions of posters and notices are not to exceed 460mm x 600mm (18" x 24").

**REMOVAL AND DAMAGE
RESPONSIBILITY**

Persons or organizations are responsible for removal of their posters and notices promptly after the event.

Damages resulting from non-compliance may be charged to the persons or organizations responsible.

**ROLE OF MAINTENANCE
STAFF**

Maintenance staff have instructions to keep buildings and grounds free of posters, notices and banners which have not been placed in accordance with these regulations.

EXCLUSIONS FROM USE

The use of notice boards in campus buildings is reserved exclusively for University purposes, by University staff and University organizations, and registered student clubs.

Non-university organizations, commercial or private enterprises shall not use University notice boards except for the two (2) large boards installed explicitly for public use in the south end of the Central Academic core area (main floor).

See MAPPS Subject 03-260-001 Canvassing and Soliciting.

Physical Plant

Yale University

RADLEY H. DALY
Deputy Secretary and
Marshal of the University
P.O. Box 1303A Yale Station
New Haven, Connecticut 06520-7419

Campus address:
Woodbridge Hall
105 Wall Street
Telephone: 203 432-1092
Fax: 203 432-2319

November 14, 1991

To Deans, Directors and Business Managers
From: Radley H. Daly
Subject: Signage Standards

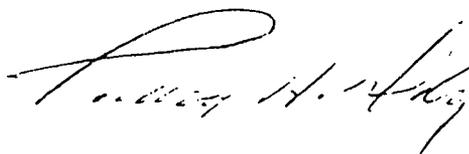
A little over a year ago the University Buildings and Grounds Committee asked the University Printer to work in collaboration with the Facilities Management Office to establish a set of standard specifications for campus signage. The charge called for keeping the system simple, practical and reasonable in cost.

The brochure accompanying this memorandum is the product of this study. It combines the best features of two studies which were done in connection with major building renovations a few years ago. In fact, these standards have been in place on an informal basis for the past year and reflect the lessons learned from practical application.

Additional quantities of the brochure are available from the Secretary's Office for those who can make use of them.

RHD/aoc

Enclosure



LOCATION

Signs are to be placed so that they are as conveniently readable and as immediately informative as possible to visitors unfamiliar with Yale. In general, unless other requirements interfere, signs should be near eye level; any destination sign should be visible (though not necessarily legible) from the nearest directional sign; and, where more than one directional sign is needed, each should be visible from the preceding one.

WORDING

Signs should be worded simply and succinctly. Abbreviations should be avoided wherever possible so that visitors do not have to guess at meaning.

PROCEDURE

The Yale University Printing Service at 149 York Street stands ready to help with the wording and graphic presentation of signs; to supply color samples, formulas and other information; and to prepare camera-ready images conforming to the guidelines set forth in this pamphlet. Just call 432-2880. To have the images turned into finished signs adapted to particular architectural and mechanical requirements, consult the office of the Manager of the Physical Plant at 20 Ashmun Street, 432-6800. Yale's customary requisitioning and procurement procedures apply to such transactions.

EXCEPTIONS

All Yale schools and departments are expected to follow the guidelines set forth here in the provision of new signs and the replacement of old ones, other than signs specified or regulated by fire authorities, the Occupational Safety and Health Administration, or other government bodies. The Office of the Secretary has designated the University Printer to administer the guidelines and to recommend exceptions or changes in special circumstances.

Signs at Yale

Direction signs

Destination signs

Description signs

Door labels

Door numbers

Yale University

Office of the Secretary

architectural diversity and the general complexity of the Yale environment make the provision of visually effective, harmonious, and pleasing signs both desirable and difficult. This pamphlet sets forth a few guidelines intended to promote consistency and seamlessness among signs throughout the campus without unduly restricting the adaptation of signs to varying visual, architectural, and informational requirements. The guidelines govern shape, color, typography, and layout, but not materials or mechanical requirements. They are intended to apply to all exterior signs, but they are equally suitable for interior applications. Exterior signs are those visible to pedestrians, including those visible to anyone standing in the courtyards of Yale's schools, residential colleges, and other buildings.

SHAPE

Signs are to be $7\frac{1}{2}$ " squares, $3\frac{3}{4}$ " x $7\frac{1}{2}$ " horizontal half-squares, or vertical or horizontal multiples of $7\frac{1}{2}$ " squares.

TYPEFACE

Lettering is to be in PostScript Adobe Garamond with true small caps and oldstyle figures.

LAYOUT

Lettering is to be flush left. Each line starts $1\frac{3}{8}$ " from the left edge of the sign. A 2-point horizontal rule $2\frac{3}{8}$ " from the top edge starts $1\frac{3}{8}$ " from the left edge and extends to the right edge. Lettering above the rule is 60 point with its baseline 7 picas from the top edge. Lettering below the rule is 30 point on a 51-point interval with its baseline 54 points below the rule (for discrete lists) or 16 point on a 18-point interval with its baseline 54 points below the rule (for descriptive text). Word-spacing is to be close and constant; lines are to be ragged right, or unjustified.

COLOR

Lettering is to be in Pantone Matching System Warm Gray 1 against a background of PMS 295 blue. PMS is a printing-industry-wide color standard.

CONVERSIONS

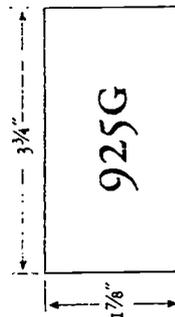
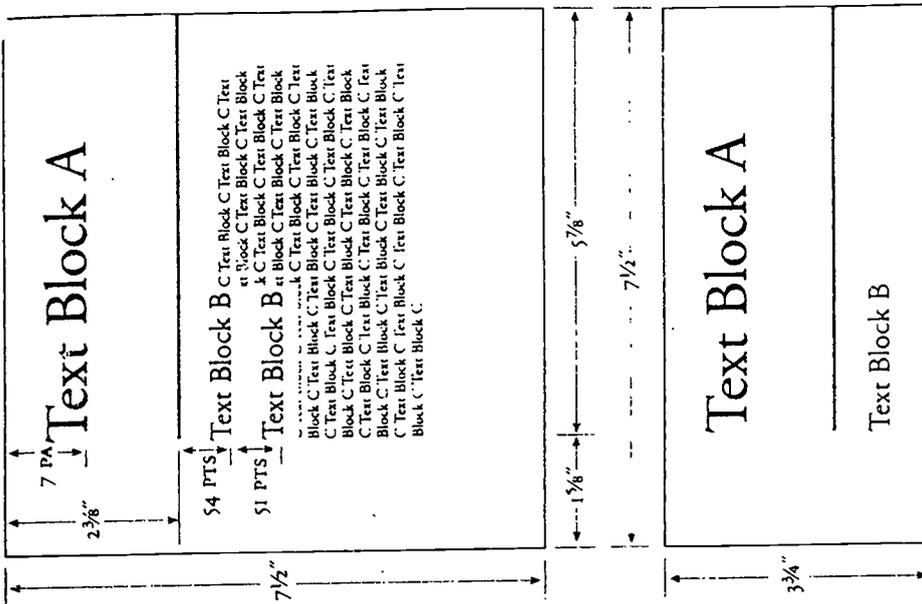
- 1" = 6 picas = 72 points
- 1 pica (abbr. PA) = 12 points = 0.167"
- 1 point (abbr. PT) = 0.833 pica = 0.0139"
- 7 picas = 1.17"
- $1\frac{5}{8}$ " (1.63") = 9 picas & 9 points
- 54 points = 4 picas & 6 points = 0.750"
- 51 points = 4 picas & 3 points = 0.708"
- $7\frac{1}{2}$ " (7.50") = 45 picas
- $5\frac{3}{8}$ " (5.38") = 32 picas & 3 points
- $3\frac{3}{4}$ " (3.25") = 19 picas & 6 points

Text Block A is 60-point type

Text Block B is 30-point type on a 51-point interval

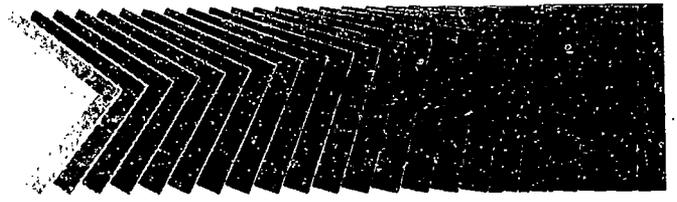
Text Block C is 16-point type on an 18-point interval

Numerals in door sign are same size as Text Block A



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SIREC



S Y S T E M S A N D P R O C E D U R E S E X C H A N G E C E N T E R

TASK FORCE REPORTS

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

SIGNAGE TASK FORCE REPORT

INTRODUCTION

The charge to this Task Force noted that "Participants in [the] 1989 Planning Day identified the lack of signs and other directional aids in Hesburgh Library as one of the principal barriers to effective use of the Libraries." Early in our work, we found the opposite. We found that the Hesburgh Library was cursed with a glut of signs -- over 600 on the first two floors -- of every size, shape, color, material, design, and origin. (This total did not include drawer, shelf, or range labels.) We didn't lack signs; we lacked a coherent sign system.

The Task Force engaged in a varied series of data and opinion gathering exercises. These included brainstorming sessions from our own experiences, "walkaround" surveys of existing signage and signage problems in the Hesburgh Library, a literature review, site visits at several libraries and hospitals in the South Bend area, surveys of library personnel and library patrons, interviews with a consultant, and contact with several area sign companies and with appropriate University and Library personnel. The most significant findings of each of these activities have been listed below.

DATA AND OPINION GATHERING

BRAINSTORMING

After reviewing the charge, the Task Force engaged in a brainstorming session which produced a list of preliminary observations and working assumptions. Those listed below survived all subsequent review.

- Though Hesburgh Library was our focus, our recommendations could be used by the branch libraries.
- Consistency and flexibility were both desirable -- not absolute uniformity.
- No single product or vendor was likely to meet all our changing needs.
- Costs had to be reasonable but not necessarily cheap.
- Alternatives should be offered whenever possible.
- Aesthetics were an important though not dominating factor.
- Both external and inhouse production of signs were needed.
- Better signage would not be a panacea. Some people don't or won't read signs.
- Any and all suggestions would be considered. While not practical in and of itself, any idea might stimulate other creative solutions (e.g., the following were considered but rejected).

- . Colored lines painted on the floors or walls.
- . Colored lines taped to the floor or walls.
- . Colored tiles laid into the floor or walls.
- . Three dimensional, clear and colored plastic models.
- . Passive electronic directories with interior lighting.
- . Active electronic directories with push buttons and lights.
- . Active electronic, three dimensional, clear and colored plastic directories.

BUILDING SURVEYS

Early in our work, each committee member individually surveyed the first two floors. Much later the group as a whole conducted a second survey.

- As noted earlier, there was an abundance of signs on the first two floors.
- At least four patterns were present:
 - . White on black signs painted on glass or engraved on plexiglass
 - . Black on white signs printed on cardboard
 - . Commercially produced plexiglass signs of various colors
 - . Signs, posters, and maps produced in local units and varying widely in quality, appearance, and legibility.
- The overall effect was confusion: the archetypical "forest for the trees" situation.
- No systematic differentiation of function or importance was apparent. Often the sign identifying a unit was no different than the sign identifying a single collection or service within that unit.
- Major service points were unidentified (e.g., Circulation and Reference).
- Many signs were ineffective (e.g., too small).
- Many signs were "tacky" particularly those produced on thin paper with dot-matrix printers.
- Many signs were just worn out.
- Our existing signs fell into three general categories when length of use or permanence was considered:

- . Permanent signage intended for long term use with little or no anticipated change (e.g., signs identifying or giving directions to service units).
- . Temporary signage intended for short term use (e.g., signs announcing new services or signs which will be used until permanent signs arrive).
- . Variable signage intended for long term use but having frequently changing text (e.g., directories, maps, and library hours).
- Permanent signs mounted on portable standards gave an impression of impermanence.
- The variety of construction materials and the monument-like architecture presented special problems in choosing signage color, size, and letter style.
 - . The marble, wood, and glass provided quite different backgrounds.
 - . The marble was "busy" or "noisy" to the eye.
 - . The monumental dimensions required large signs for identification.
 - . The architectural design required clean, clear, simple signs.
- The Concourse presented special problems because of its height, length, number of entrances, and major unidentified facilities (e.g., auditorium and lounge).
- The 2nd floor had a high number of decision points (alternate routes or paths), high usage and few directional or identification signs.

LITERATURE REVIEW

No thorough literature review was attempted, but selected books and articles were examined. We found that significant efforts have been made to apply sign system research to libraries and that there is a national trend toward the installation of such systems.

- Six basic types of signage were indicated (based on function or purpose).
 - . Orientation (directories, maps, etc.)
 - . Directional (arrows, lines, lights, etc.)
 - . Identification (units, subunits, collections, facilities, services, etc.)
 - . Instructional (brief point-of-use information)
 - . Regulation ("No Exit", "No Smoking", etc.)
 - . Current awareness (hours, current events, special services, etc.)

- The marks of good sign systems were:
 - . Comprehensiveness (signs of every size, shape, and purpose)
 - . Intentionality (the avoidance of accidental signage)
 - . Effective use of size, type, and color (especially color-coding)
- The wall map and directional arrow convention of "up is forward" and "down is backward" was highly recommended.
- Sans serif typefaces, such as Helvetica, were the most legible.
- Door numbers and office names were mounted above or beside doors whenever possible.

LIBRARY PERSONNEL AND PATRON SURVEYS

Two surveys were taken: one of library personnel and one of library patrons. No attempt was made to gather statistically significant data. We were looking primarily for good ideas. However, we did receive strong feedback on those areas needing identification and directional signage.

- Directories and maps (especially elevators, elevator alcoves, main floor lobby, and second floor lobby) were the most frequently recommended or highly valued items.
- Other topics receiving significant numbers of positive comments or recommendations were:
 - . Directional signage to second floor service areas
 - . Identification signage for major service areas
 - . Color-coding
 - . LC range identification
 - . An information desk
 - . Orientation and identification signs for the Concourse
 - . Directional signs to coin and paper currency changers
- Tacky computer signs received the most negative comments.

SITE VISITS

Teams of two visited the Cushwa-Leighton Library at St. Mary's, the Schurz Library at Indiana University-South Bend, the South Bend Public Library, St. Joseph's Medical Center, and Memorial Hospital.

- Insights from earlier data gathering were confirmed.
- Mistakes to avoid and successes to emulate were noted.
- The value of the systematic use of size, color, type style, etc. was confirmed.

CONSULTANT

The Task Force interviewed Marsha Stevenson, new Head of Reference, shortly after her arrival. Marsha's insights were particularly helpful because she provided a fresh look at our facilities and she had just completed service on a Signage Task Force at the University of Missouri. Her experiences suggested the following.

- Remove the clutter.
- Deal locally.
- Use common, easily understood terminology on signs.
- Use the same group for planning and implementation.
- Plan on a process of trial and error. No matter how good the plan or the promise, signs have to be seen in their setting.
- Plan on a multi-phase project with progressive stages of implementation including:
 - . A preliminary report followed by samples, bids, and final proposal
 - . Installation of successive segments until the full system is in place

VENDOR IDENTIFICATION

Potential vendors were identified at the American Library Association's Midwinter Meeting, through the review of catalogs and the yellow pages, and by recommendations from customers.

- University Services:
 - . Sign Shop (for temporary outdoor signage or vinyl letters on wood or glass)
 - . Educational Media (for Current Awareness purposes such as posters)
- Local vendors included:
 - . Burkhart Advertising (recommended by the Notre Dame Sign Shop)
 - . PAC, Plastimatic Art Corporation (recommended by Jim Mullins, Director, I.U.S.B)
 - . Next Day Signs (yellow pages)

- Non-local vendors included:
 - . Catalog merchants (Demco, Brodart, Gaylord, Highsmith, and University Products) for commercially available, off-the-shelf, library signage and directories
 - . Robbins and Associates (Indianapolis) for the Modulex system (directories).

VENDOR INPUT

Vendors helped us identify a variety of alternative materials which fit the general principles outlined earlier.

- Vendors were very reticent to give even the most general cost estimate for signs without exact numbers.
- Some vendors were quite willing to offer information on equipment and materials for inhouse production of smaller signage items including letter cutting machines.
- Sample signs will be brought to the library for on site inspection at a later phase in the project and before final decisions are made on specific materials.
- Standard 4' x 8' sheets of plexiglass are available from local vendors and will be cut by them to size if purchased in sufficient quantity.
- Materials were dropped from consideration if they were:
 - . Inexpensive but aesthetically questionable
 - . Aesthetically acceptable but very expensive
 - . Difficult or expensive to maintain, update, or replace.
- The following materials were found to be reasonably priced, durable, and, in the case of vinyl lettering, available for inhouse production:
 - . Lettering engraved on laminated plexiglass
 - . Vinyl lettering applied to the surface of plexiglass
 - . Vinyl lettering applied to the subsurface of plexiglass
 - . Vinyl lettering applied to the subsurface of lexan
 - . Vinyl lettering applied directly to marble, glass, wood, or metal
 - . Vinyl lettering decals applied to glass

MISCELLANEOUS CONSIDERATIONS

- University Vending was strongly opposed to advertising the presence of their coin changers outside the Pitt.
 - There was no written signage policy for the University Libraries.
 - Discussions with people in the University Sign Shop found that:
 - . Rooms must not be renumbered.
 - . There were no University restrictions on mounting signs on marble, wood, or glass.
-

RECOMMENDATIONS

The Signage Task Force recommends the following comprehensive signage system. It includes methods of production, colors, typefaces, sizes, locations, materials, and installation. We also recognize the need for freedom to creatively respond to unforeseen situations. Therefore, we have included staffing recommendations that provide means for monitoring compliance and authorizing exceptions to the system. In addition a significant degree of freedom has been built into the design and production of temporary and/or current awareness signage.

The recommendations are divided into three major sections: the system itself, specific signs, and phased implementation including very tentative cost estimates. The exact size of individual signs has not yet been determined. However, a tentative, hierarchical pattern has been included. And, finally, these recommendations apply solely to signage -- not to any library publications, handouts, or forms.

A RECOMMENDED SIGNAGE SYSTEM

1. Permanent Signage Component

a. Production

- Commercial
 - . Primary use of local vendors
 - . Selective use of non-local vendors
- Inhouse (designated sign maker(s) only)
- University services (e.g., Educational Media)

b. Color

PURPOSE	LETTER	BACKGROUND
- Orientation	white	brown *
- Directional	white	blue
- Identification	white	black
- Regulation	white	red
- Instructional	white	green
- Current Awareness		
. Hours	black	yellow
. Other	not applicable	not applicable

* Major directories (first and second floor lobbies) are exceptions and should use interchangeable multi-colored parts on a black background.

c. Typefaces:

- Helvetica family with degree of boldness to be determined: in general the larger the letter, the bolder the typeface.

d. Tentative Sizes: subject to revision upon viewing samples

- Lettering
 - . Orientation
 - Major directories will vary
 - Small directories 2" titles/labels
 - . Directional 2"
 - . Identification
 - Units 6"
 - Sub units 4" or 2/3 x main unit size
 - Collections 2" or 1/3 x main unit size
 - Explanatory text and door labels 1" or 1/6 x main unit size

- . Regulatory will vary
- . Instructional
 - Titles/labels 2"
 - Text 1"
- . Current Awareness
 - Hours and Schedules 2" titles/labels
 - Other not applicable
- Background
 - . Size will vary in proportion to the changing size of the lettering and the length of the text.

e. Materials

- Vinyl letters on plexiglass low security
- Engraved letters on laminated plexiglass medium security
- Subsurface vinyl letters on plexiglass medium security
- Subsurface vinyl letters on lexan (bullet-proof glass) high security

f. Installation

- Permanent structures not portable standards wherever possible
- Adhesives not screws and bolts wherever possible

g. Inhouse equipment

- Gerber vinyl letter making machine
- Flat bed printing press

h. Permanency

- When in doubt as to length of usage, use
 - . temporary methods (see "Temporary Signage Component" below)
 - . inhouse vinyl lettering on plexiglass with light adhesive
 - Letters may be peeled off and sign relettered
 - Plexiglass may be easily removed and replaced

2. Temporary Signage Component

a. Production

- Regular: Library Sign maker(s) and Unit personnel
- Special: University services or local vendors

b. Colors: White letters on poster board of the appropriate permanent color are preferred (black letters for hours). If this option is not readily available refer to the following chart.

PURPOSE	LETTER	BACKGROUND	(COPY CENTER NAME)
- Orientation	black	light brown	(tan)
- Directional	black	light blue	(blue)
- Identification	black	white	(white)
- Regulation	black	red	(cherry)
- Instructional	black	green	(green)
- Current Awareness			
. Hours	black	yellow	(goldenrod)
. Other	discretionary	discretionary	

- In unusual cases black letters on white paper or poster board are acceptable if mounted on poster board or plexiglass of the appropriate permanent color.
- Colored paper should be selected from standard Copy Center stock.
- White and black precut vinyl letters are available on sheets in packets.

c. Typefaces

- All signage except "Other Current Awareness"
 - . Laser printer: Helvetica family
 - Boldness will be determined by the size of the lettering: in general the larger the letter, the bolder the typeface.
 - . Flat bed press: Times Roman
- "Other Current Awareness" signage
 - . Discretionary

d. Sizes

- Lettering
 - . All signage except "Other Current Awareness"
 - May vary depending upon the means of production
 - Should be of the same size as comparable permanent lettering if possible
 - Should not exceed the size of permanent lettering of the same purpose
 - . "Other Current Awareness" signage will vary.
- Background
 - . All signage except "Other Current Awareness" will vary in size in proportion to the changing size of lettering and length of the text.
 - . "Other Current Awareness" signage will vary.

e. Materials

- All signage except "Other Current Awareness" paper or poster board
- "Other Current Awareness" signage discretionary

f. Inhouse equipment

- All signage except "Other Current Awareness" laser printer or flat bed press
- "Other Current Awareness" signage discretionary

g. Installation

- Adhesives, such as rubber cement, which will not readily damage marble
- Portable standards or easels when appropriate

h. Permanency

- All temporary signs should be dated and initialed. After a suitable time, they should either be removed or replaced with permanent signs.

i. Miscellaneous Observations

- Creativity should be encouraged for "Other Current Awareness" signage.
- Instructional signage should conform to the system when possible.
- Uniformity should be encouraged for all other types of signage.

3. Variable Signage Component

a. Permanent holder/temporary insert

- Permanent holders for temporary inserts are strongly recommended when part of the signage is permanent and another part is temporary (e.g. directories, maps, instructional schedules, and library hours). See Appendix A for the design of such a holder/insert combination.

b. Permanent holder with permanent text

- use parameters of the Permanent Signage Component

c. Temporary insert with variable text

- use parameters of the Temporary Signage Component

d. Exceptions

- Major directories (first and second floor lobbies) should use commercially produced, multi-colored, interchangeable parts rather than computer generated, laser printed inserts.
- Building hours
 - . Within library proper, the holder/insert should be used where possible.
 - . The exterior entrances need further investigation.

4. Staffing Component

a. A Signage Coordinator should be appointed. This position should be analogous to that of the Publications Coordinator and should not be responsible for day to day production of signage or the supervision of that production. The Signage Coordinator should:

- maintain awareness of signage resources on campus and in the community,
- serve as resource person for the Libraries' Sign Maker(s) and those involved in temporary sign production in individual units,
- serve as overall coordinator of the Libraries' signage system recommending exceptions to the policy to the Director as appropriate.

b. The Sign Maker(s) should be responsible for all temporary and permanent signage produced on the flat bed printing press or the vinyl lettering machine.

c. Individual units should be free to continue to produce local temporary and/or current awareness signage within system guidelines.

- d. An Information Desk should be staffed in the first floor lobby for users whose questions cannot be answered by signs, for visitors in need of library or campus information (public relations) and for those who cannot, do not, or will not read signs.

RECOMMENDED SIGNAGE

(Organized by Purpose)

1. Orientation Signage (Directories and Maps)

- Commercially produced (Modulex) free standing building directory and first floor map in first floor lobby
- Commercially produced (Modulex) wall mounted second floor directory and map on south wall (between restrooms) in second floor lobby
- Concourse maps on pillars near the east, west, and two south entrances (holders - plexiglass with subsurface letters, maps - laser printed inserts)
- Combination floor maps and directories in each public elevator alcove and beside the north stairwell on each floor (holders - plexiglass with subsurface letters, maps and directories - laser printed inserts)
- Two directories in each public elevator, one on the wall beside the control panel (at a 90 degree angle to the panel) and the other on the front wall on the other side of the door from the control panel (holders - lexan with subsurface letters, directories - laser printed)
- Combination floor map and directory at strategic locations throughout the first and second floors with a map of the specific service unit and its collections where appropriate (holders - plexiglass with subsurface letters, maps and directories - laser printed)

2. Directional Signage (the exact number of signs is not yet determined)

- Main stairs first floor, 2nd floor lobby, 2nd floor pillars
 - . Reserve Book Room
 - . Audio-Video Center
 - . International Studies Resource Center
 - . Music Seminar
 - . Library Instructional Facility (222 & 222A)

- . Computing Lab
- . Administrative Offices (221)
- . Restrooms
- . Art and Music Collections (LC Classification Ranges)
- . Business Collection (LC Classification Ranges)
- Second floor lobby and 2nd floor pillars
 - . Exits
 - Elevators
 - Stairs
- Main stairs first floor
 - . Restrooms
 - . Food and Drink
 - . Campus and Pay Phones
 - . NO sign for coin changers
- First floor lobby
 - . Reference Center
 - . Interlibrary Loan
 - . Database Services
 - . Documents Center
 - . Collection Development
 - . Copy Center
- Microtext Reading Room
 - . Current Periodicals
- Current Periodicals Center
 - . Microtext
- Concourse: on the west pillar to the right of the revolving doors.

- . Campus Ministry
- . Special Collections (102)
- . Basement Offices
- Concourse: on the east pillar to the left of the revolving doors.
 - . Library Auditorium (107)
 - . Library Lounge
 - . Basement Offices
- Concourse: on the wall by the stairs to 221
 - . Administrative Offices (221)

3. Identification Signage (units, subunits, and collections)

a. Locations

- CONCOURSE
 - . Library Entrances (above revolving doors on curved metal)
 - . Library Auditorium (107)
 - . Library Lounge
 - . Special Collections (102)
- FIRST FLOOR
 - . Circulation
 - . Reference Center
 - Interlibrary Loan (117)
 - Database Services
 - .. Compact Discs/Computer Access
 - .. Documents Center
 - .. U.S. Documents Collection (Paper)
 - .. U.S. Documents Collection (Fiche)

- .. EEC Documents
- Reference Collection
 - .. Books in Print
 - .. Index Tables
 - .. SIRS
- UNLOC Terminals
- Card Catalog (with closing data)
- . Current Periodicals Center
- . Microtext Reading Room
 - Annual Reports
 - Newsbank
 - College Catalogs
 - HRAF
 - UN Documents
 - 3 x 5 Microforms
 - 4 x 6 Microforms
 - Map Collections
 - Periodicals on 4 x 6 Fiche
- . Copy Center
- . Elevators
- . Lost and Found
- . Main Exit (turnstiles)
- . Technical Services
 - Cataloging
 - Acquisitions
 - .. Serials Record (122)

- SECOND FLOOR
 - . Audio-Video Center
 - . Reserve Book Room
 - . International Studies Resource Center
 - . Music Seminar
 - . Library Instruction Facility
 - . Administrative Offices
 - . Group Study Rooms (doors to hallways)
 - . Stairway Door (next to main stairs)
- TOWER
 - . Medieval Institute

b. Observations

- All non-library units have their own identification signs. Given long term space considerations, we felt it best to leave things as they are. Therefore, non-library units are not included in this list of locations to receive identification signage. However, they are included in the Orientation and Directional recommendations.
- Floor numbers should be mounted midway between the elevators, level with the tops of the elevator doors on both sides of the alcoves on all floors.
- Eventually all room number signs should be uniform (black on white above the door when possible). The new second floor offices and the instructional facility do not follow this pattern.
- Some locations already have signs. Some are close to the parameters of the proposed system, others are not. Eventually, all permanent signs should be brought into conformity with the system unless there is a compelling reason to do otherwise.
- The exact wording of identification signs has not yet been determined.
 - . Text selection is both a unit and a system concern.
 - . Readability and usefulness for the use should come before technical accuracy (e.g., Reference not Reference Center or Reference Desk or Reference Department).

4. Instruction

- Three current workshop/tour schedule holders should be strategically mounted, one on a pillar near the Reference Center, one on the center pillar in the Concourse between the revolving doors, and one in the lobby on the second floor (holders - plexiglass with subsurface letters, schedules - laser printed)
- A variety of instructional signage is being planned and will generally make use of a variety of inhouse production methods.

5. Regulation

- Size and text of signs will vary.
- Specific types of signs within general classes, such as fire extinguishers, exits, or no smoking signs, should be identical if at all possible.
- The regulation signage on and near the door to the stairwell behind the elevators and next to the Concourse should be replaced with permanent signage.
- For the purposes of this system, safety and warning signs have been classed with "Regulatory" signage.
- To eliminate confusion and increase compliance with regulations, signs for regulations which are not, will not, or cannot be enforced should be removed.

6. Current Awareness

- Hours
 - . Holders for service unit hours should be located at each service counter or near each service unit entrance (holders - plexiglass with subsurface letters, maps and directories - laser printed).
 - Circulation
 - Current Periodicals
 - Microtext
 - Reference
 - Special Collections
 - Copy Center
 - ISRC
 - Reserve

- Audio-Video
- Medieval Institute
- . Holders for building hours
 - Locate strategically on the first and second floors especially near the main entrances/exits (holders - plexiglass with subsurface letters, maps and directories - laser printed).
 - Holders for the exterior east, west, and south doors are still under investigation.
- Other: not applicable

RECOMMENDED IMPLEMENTATION PRIORITIES

We would, of course, be overjoyed if all of our recommendations could be implemented in the immediate future. However, recognizing the realities of library budgets and the tenuous nature of grant requests, we have sketched out a series of steps in descending order of priority by which this signage system could gradually come into being. In the worst (and most expensive) case, one sign could be purchased at a time. Additional information on the most expensive components of our recommendations are listed in the appendices. Signage and equipment are dealt with separately as there is only one piece of equipment.

A. Signage

1. Two directories

- One 40" x 40" free standing Modulex directory (with color-coded changeable parts for text and map) for the first floor lobby \$ 1,750
- One 40" x 40" wall mounted Modulex directory (with color-coded changeable parts for text and map) for the first floor lobby \$ 1,350
- . If one or both cannot be purchased at this time, two of the elevator building directory/floor map insert holders could be substituted temporarily.

2. Building directory/floor map holders with inserts

- Eight to be placed in elevators (lexan) \$ 800
- Twelve to be placed in elevator alcoves on floors 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13 (plexiglass) \$ 1,200
- Nine to be placed next to the north stairwell on floors 4, 5, 7, 8, 9, 10, 11, 12, and 13 (plexiglass) \$ 900

- | | |
|---|----------|
| 3. Two concourse floor map holders with inserts (plexiglass) | \$ 200 |
| 4. Identification signs for first floor | \$ 500 |
| - Circulation | |
| - Reference | |
| - Current Periodicals | |
| - Microtext | |
| - Main entrances (interior) | |
| 5. Directional signs for second floor | \$ 1,000 |
| - One for the main stairs | |
| - Three for the second floor lobby | |
| - Six for second floor pillars | |
| 6. Identification signs for second floor | \$ 400 |
| - Reserve | |
| - Audio-Video | |
| - ISRC | |
| - Instructional Facilities | |
| 7. Directional signs for the first floor | \$ 500 |
| - Two for lobby | |
| - One for Microtext | |
| - One for Current Periodicals | |
| - One for Interlibrary Loan | |
| 8. Ten holders for current hours inserts (wall mounted except for Circulation) (plexiglass) | \$ 1,000 |
| -- Circulation (individual portable standard) | |
| -- Current Periodicals | |
| -- Microtext | |

- Reference
- Special Collections
- Copy Center
- ISRC
- Reserve
- Audio-Video
- Medieval Institute

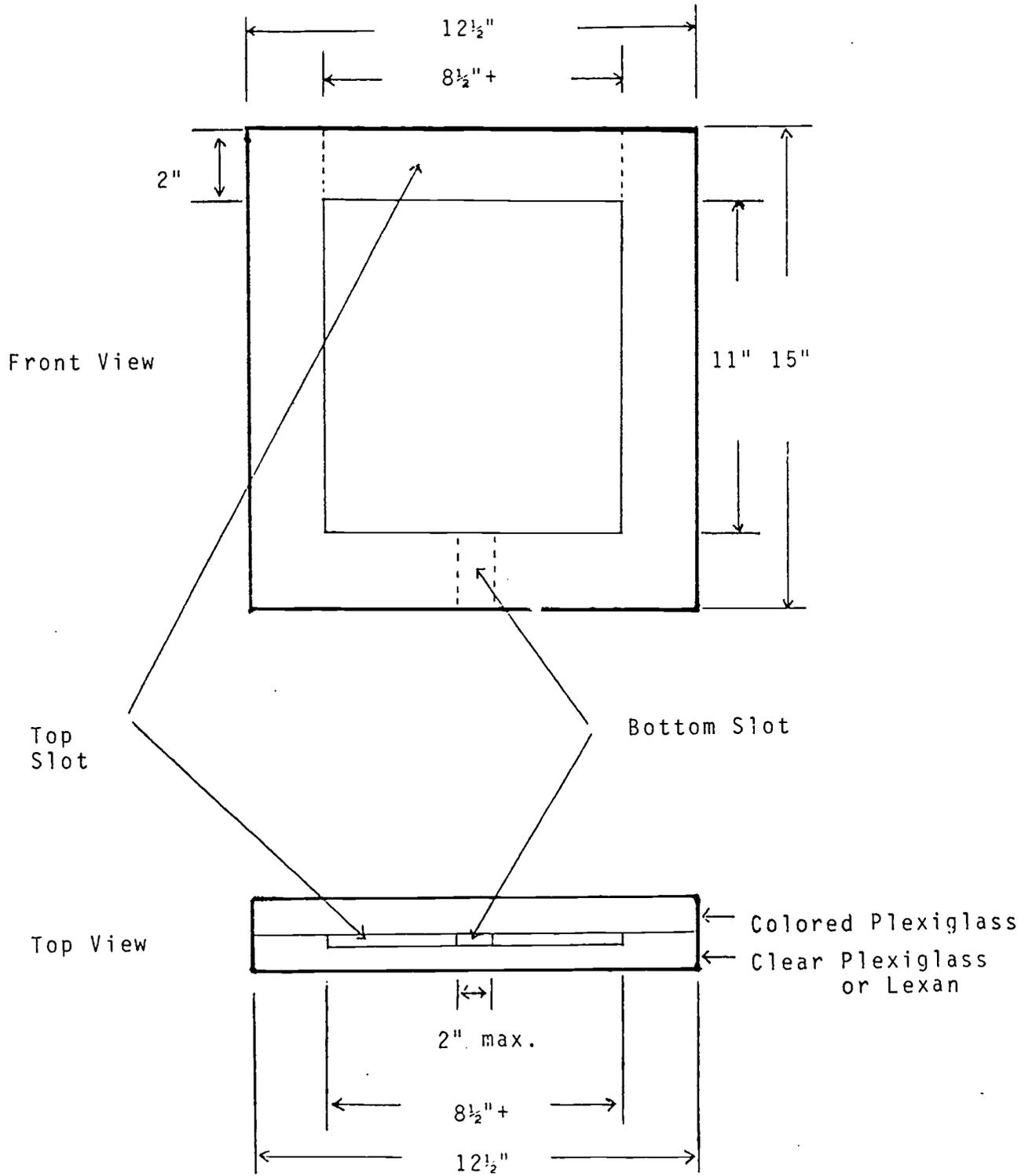
9. Three holders for current BI schedules (plexiglass)	\$ 300
	<hr/>
	\$ 9,900
10. Additional mounts (floor and table top) for temporary and current awareness signage (quantities to be determined)	\$?????
12. Additional unit, subunit, collection, and miscellaneous directional, identification, instructional, and regulatory signage (quantities to be determined)	\$?????

B. Equipment

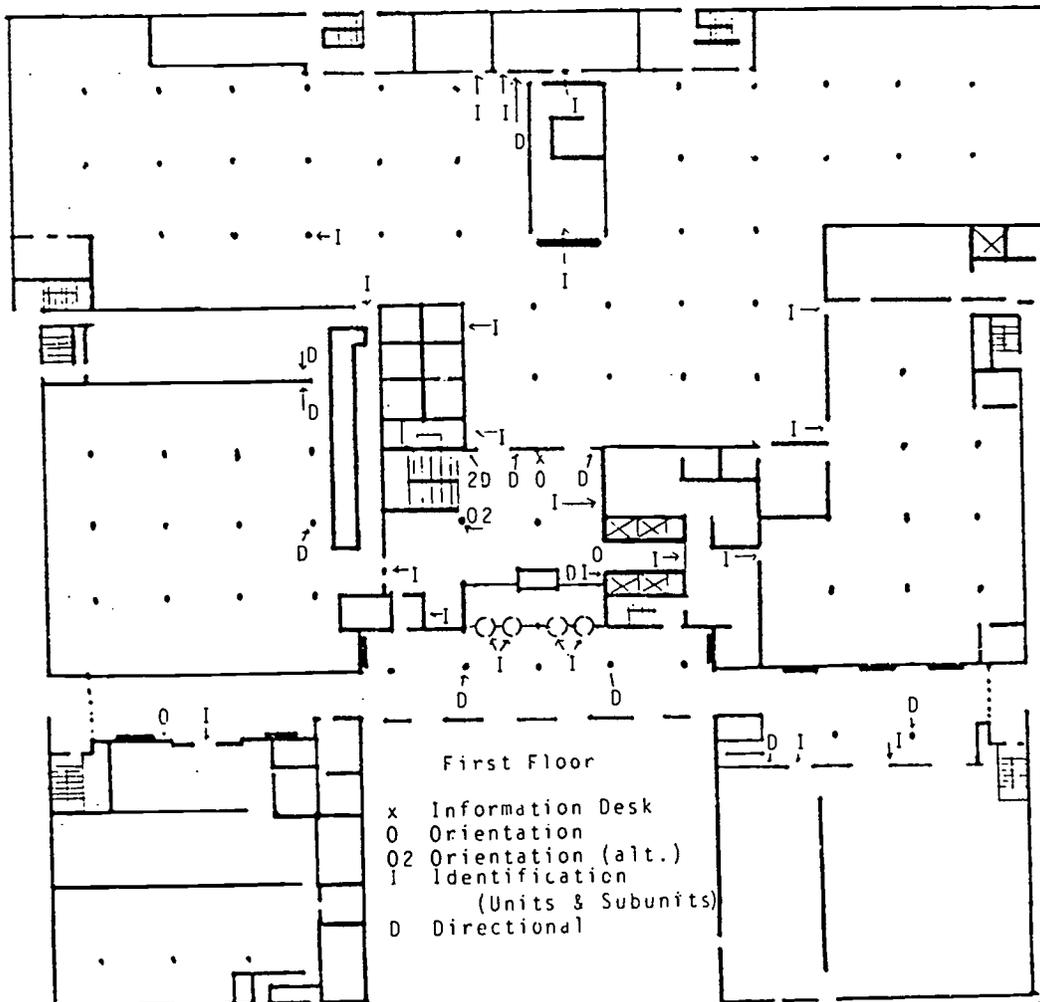
1. One Gerber vinyl lettering machine. The price is for the "Graphix 2" model which cuts letters from 0.1 to 2.0 inches. (See Appendix X for additional models, features, and prices)	\$ 3,295
2. Supplies (e.g., vinyl rolls) for the lettering machine, sheets of precut vinyl letters, and other supplemental supplies and equipment (e.g., a hairdryer to soften adhesive).	\$?????
	<hr/>
	\$ 13,195

All prices except those for the Modulex and Gerber products are extremely tenuous. They are particularly sensitive to the number of signs ordered at any single time of the same design and materials.

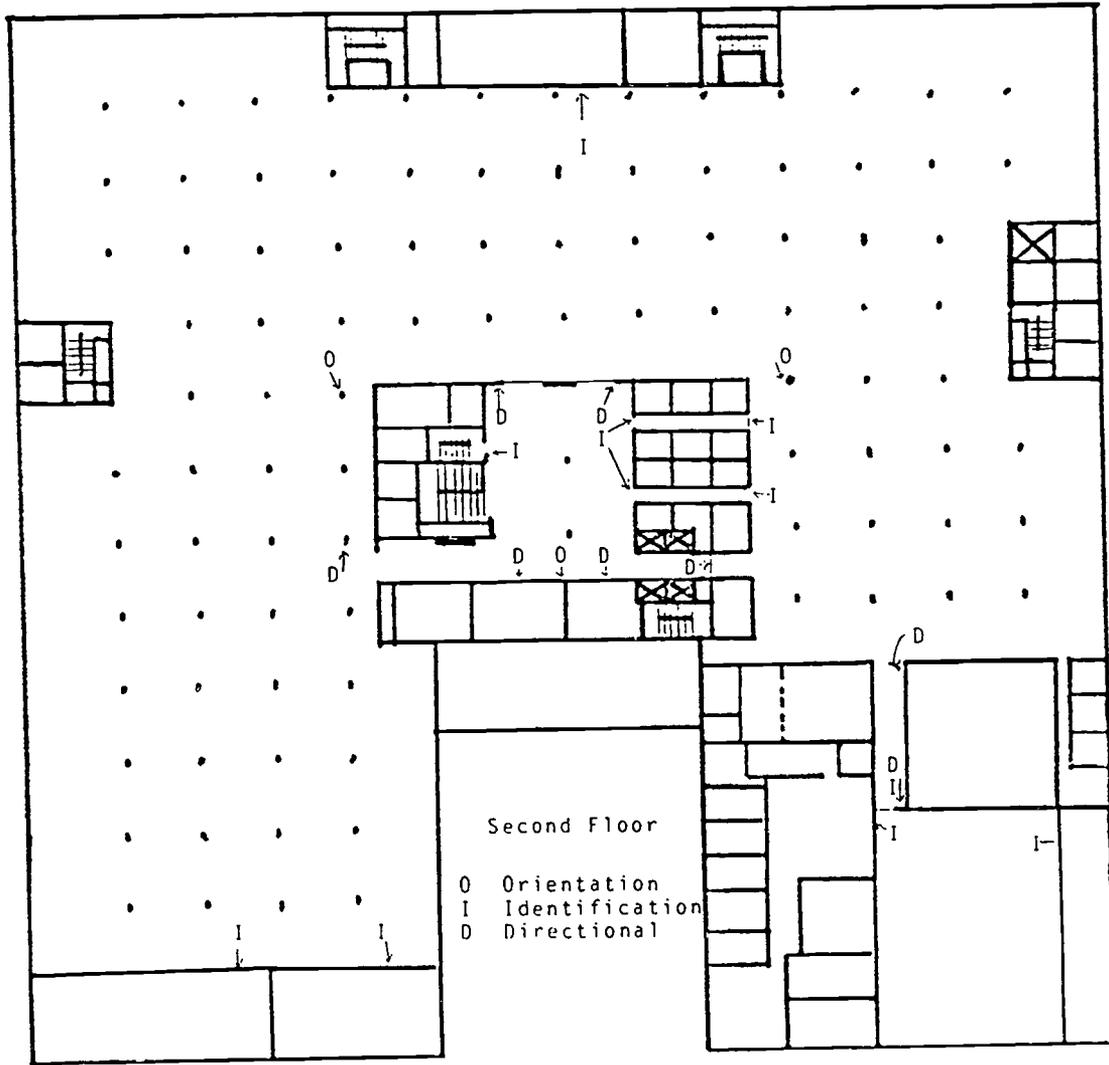
APPENDIX A: INSERT HOLDERS

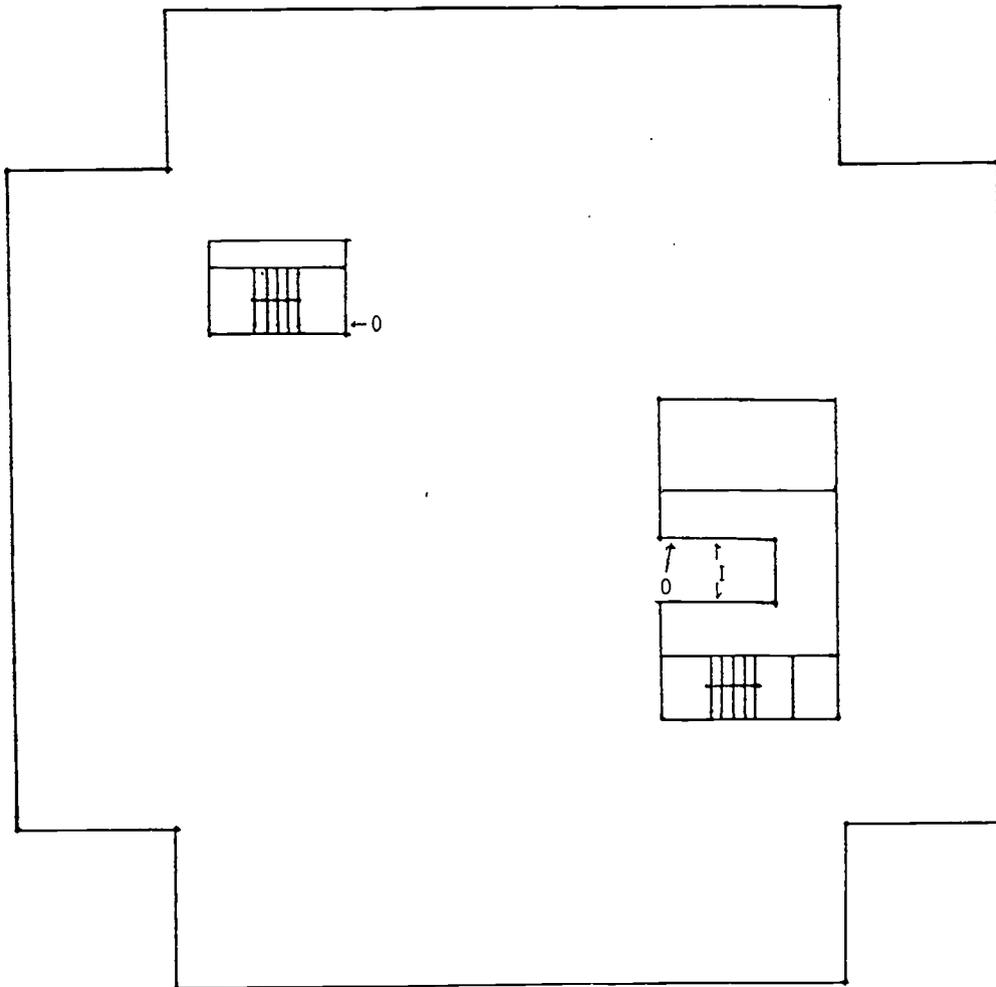


APPENDIX B: SIGN LOCATIONS



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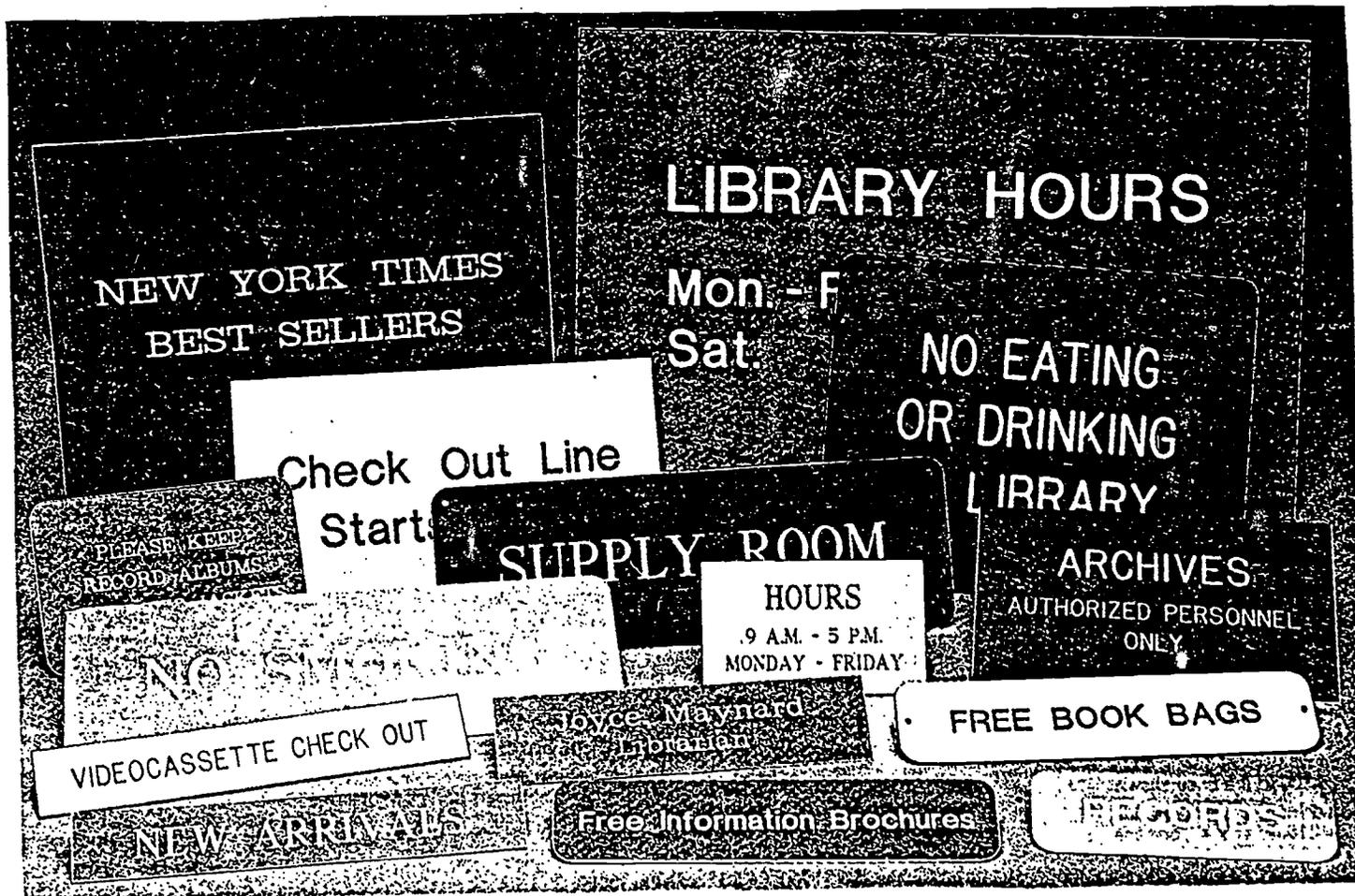


"Typical" Tower Floor

- 0 Orientation (insert holders)
- 1 Identification (floor numbers)

APPENDIX C: SIGNS AND LETTERING EXAMPLES

White on Red Helvetica Lettering

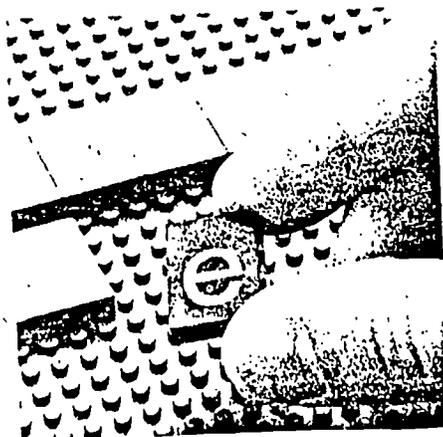
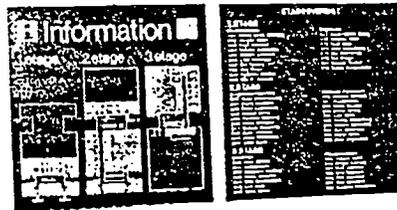
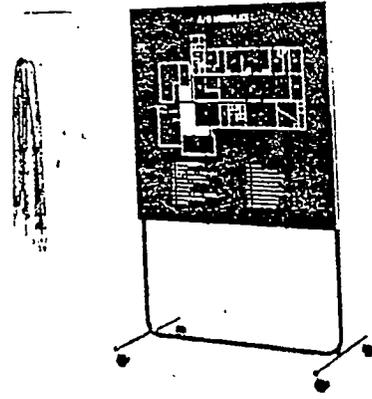
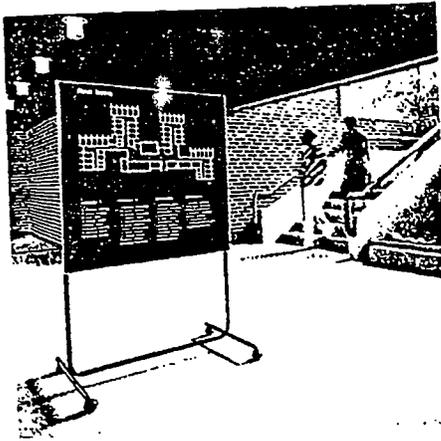


- Traditional Block
- Helvetica
- Roman
- Optima
- Clarendon
- Español



Helvetica among other readily available commercial lettering styles

APPENDIX D: MODULEX DIRECTORIES

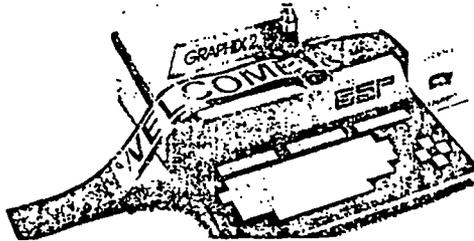


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APPENDIX E: GERBER GRAPHIX 2 AND RELATED PRODUCTS

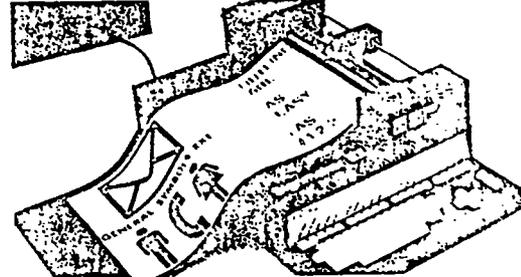
Automated systems for lettering and graphics

Graphix 2



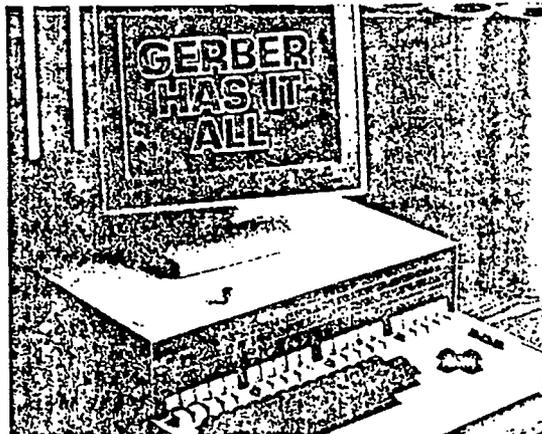
Designed for smaller lettering applications up to 2 inches in height. Includes accessory kit **\$3,295.00**

Signmaker IVB/Graphix 4B



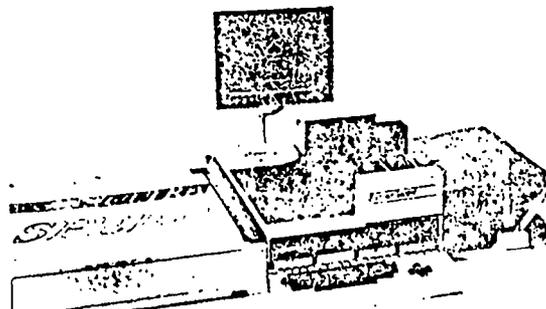
The most popular, automated lettering system available. Can letter and graphics up to 12 inches in height, 24 inches using the Split Font feature. Features pushbutton functions and 12-character display. Can store up to 8 fonts. Includes material roll holder and accessory kit **\$9,950.00** 15" plotter

GSP SPRINT II



Features video display monitor, built-in Outline Letters and Automatic Layout Programs, cubic curve smoothing, and overlapped processing. Can store up to 24 GSP SPRINT style modules. Compatible with GerberLink networking option which permits linking up to 7 Signmaker/Graphix systems or HS 750 plotters to GSP SPRINT II as output devices. 15" plotter. Includes material roll holder and accessory kit. **\$15,800.00**

SuperSprint



The top of our line. All the features of GSP SPRINT II with 4 times higher cutting speed. Cubic curve smoothing, an elevated video monitor with adjustable tilt and swivel positions, dial-controlled pressure tool head attached weed table with integral material cutter, new tension arm roll stand, smoother curves, quieter operation, and higher cutting speed. **\$19,800.00**

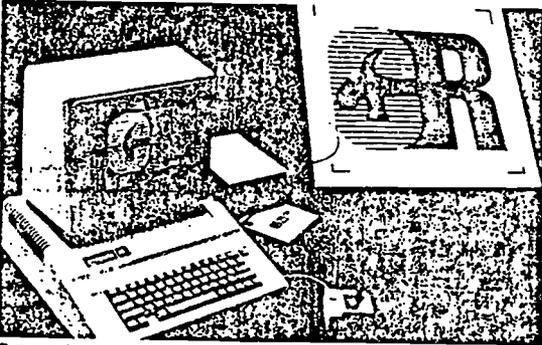
SPEED*

<p>Graphix 2 Used by graphic artists, display houses, ad agencies, etc., for single line lettering from .1 to 2 inch height. Applications include interior signage, directories, screenprinting, graphs, nameplates, etc. Specialty or small operations.</p>	<p>4.54 mins.</p>
<p>Signmaker IVB/Graphix 4B Used by signmakers, display houses, silk screeners, etc., for multi-line lettering from .5 to 12 inch height with 24 inch height available using Split Font. Features include autokern, slant, spacing, arcing, length control, reverse cut, and auto number. Applications include interior and exterior signage, silk screens, patterns, vehicles, windows, etc. Display system features 12 digit LED. Small to medium operations.</p>	<p>9.22 mins.</p>
<p>Sprint II Used by all of the above and features a full-view video display of complete layout in the typestyles selected. Automatic Layout Program is built in and with the video display results in the ability to design layouts very quickly. Outline Letters Program enables you to cut outlines of all typestyles or to vary the stroke of lettering (example Helvetica Medium can be offset to Helvetica Bold). Overlapped processing results in the ability to enter a new job while the previous job is being cut.</p>	<p>4.54 mins.</p>
<p>SuperSprint The state of the art in computerized vinyl cutting includes all the features of the Sprint II with a cutting speed four times faster. New dial pressure cutting results in extremely easy weeding. Includes weeding table with cutter and tension arm roll stand. Medium to large operations.</p>	<p>1.49 mins.</p>

*SPEED — Represents the time to cut Helvetica medium typestyle. Includes upper and lower case letters, numbers and all punctuation.

Options for planned growth

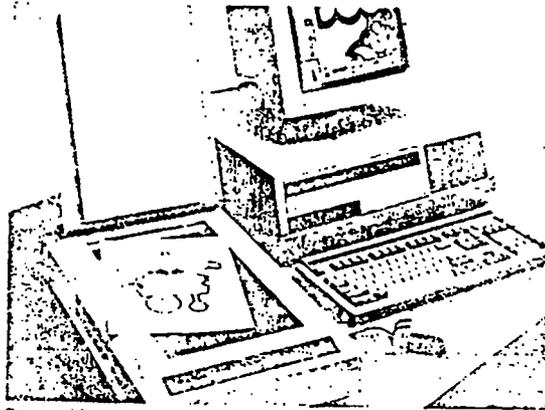
Graphix Design Station II (GDS II)



Digitizes logos and graphics for cutting on any Gerber system except Graphix 2. Consists of Apple IIe (Apple is a registered trademark of the Apple Computer Co.) with 128K RAM, 5 1/4" floppy drive, monitor and 20" x 20" digitizing tablet.

\$6,975.00

Gerber Scanner



Designed for rapid automatic entry of artwork, logos or other graphics up to 8 1/2" x 14" in size for cutting on any Gerber system except Graphix 2. Consists of IBM/PC AT compatible computer with 20 Mb hard disk and floppy disk, high resolution monitor, optical scanner, and mouse. Also includes powerful yet easy-to-use graphic design and editing program. Unique curve smoothing feature. Signmaker Graphix 4B and GSP SPRINT Job Save/Graphic Display standard.

(300 DPI scanner resolution) roll fed

\$15,500.00

(400 DPI scanner resolution) flat bed

\$16,400.00

HS/750 Ultra High Speed Plotter

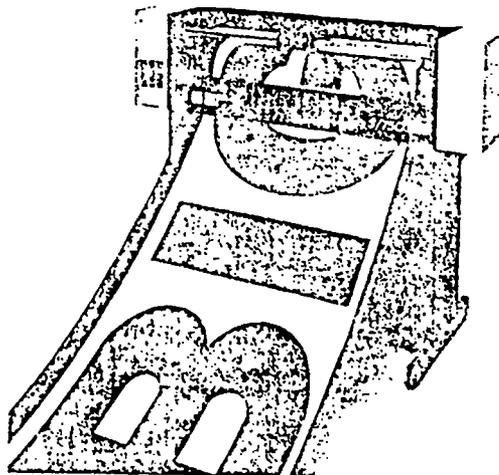


May be added to any Signmaker IVD/Graphix 4B, GSP SPRINT II or SuperSprint system to plot and cut up to 28 inches in height (48 inches using the Split Font function), at ultra high speed. Features the dial controlled pressure tool head. Includes accessory kit.

*Signmaker IVD/Graphix 4B require program module and GerberLink Master Kit. SPRINT II and SuperSprint require GerberLink Master Kit only.

\$14,500.00

HS/750/30" Plotter

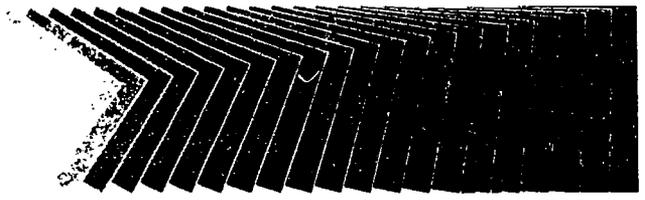


May be added to any Signmaker/Graphix or GSP SPRINT system (except SuperSprint) to plot and cut up to 29 inches in height (48 inches using the Split Font function). Includes Dual Plotter Selector Box and accessory kit.

\$7,850.00

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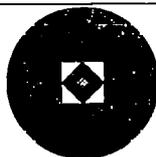
SIPPEC



SYSTEMS AND PROCEDURES EXCHANGE CENTER

MANUALS

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

**Arizona State University
LIBRARY SIGNAGE MANUAL**

1.0	COLOR CONTRAST, FINISH	2
2.0	GRAPHIC STANDARDS	3
2.1	Typeface	3
2.2	Size of Letters	3
2.3	Capitalization	4
2.4	Spacing	5
	2.41 Letter and Word Spacing	5
	2.42 Line-to-Line Spacing	6
	2.43 Margin Spacing	7
2.5	Arrow Placement	9
3.0	SIGN TYPES	11
3.1	Overhead	11
3.2	Directional/Identification	12
3.3	Call Numbers	12
3.4	End Ranges	12
3.5	Floor Plans	12
3.6	Directories	13
3.7	Book Return	13
3.8	Hours	13
3.9	Instructional/Advisory Labels	13
3.10	No Eating, Drinking, Smoking	13
3.11	Door Frame Numbers	13
3.12	Labels	14
3.13	ADA/Regulatory	14
4.0	FABRICATION	15
4.1	Basic Materials and General Hints	15
4.2	Working with Adhesive Backed Vinyl Letters	16
4.3	Matboard, Masonite, and Other Sign Board Materials	16
4.4	Adobe Illustrator Maps	16
4.5	Before and After Samples	17
5.0	PLACEMENT	19
5.1	ADA Regulations	19
5.2	Hanging	19
5.3	On Walls	19
5.4	Free Standing	20
6.0	SOURCES/FURTHER INFORMATION	21
6.1	Fabrication Materials	21
6.2	Signage Bibliography	24
6.3	Signage Journals and Electronic Information Sources	26
6.4	Braille	27
6.5	Local Sources and Vendors	28

Written by Carolyn Johnson and Wayne Hulgin July 1993

1.0 COLOR, CONTRAST, FINISH

All permanent, directional and identification signs are required by ADA to have a sharp contrast between the colors of the letters and background, and a non-glare finish.

Make all signs the same color so people will come to recognize them and look for them when they need information.

For temporary signage choose a matboard color first since you will use this material most often. Take a piece of the matboard to a paint store and have a gallon of paint mixed to match the matboard so the painted masonite boards (overhead signs) will look the same.

Be careful that any protective coverings used on signs do not cause a problem with glare. This is especially difficult for people with visual impairments, and is annoying to all. If you must cover signs or maps use non-glare glass, matte finish acrylic or film.

2.0 GRAPHIC STANDARDS

2.1 Typeface

University Libraries signage will be made using Helvetica Medium, upper and lower case.

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890 & ? ! (, ")

2.2 Size of letters.

All overhead signs require letters at least 3" high to comply with ADA regulations.

LETTER HEIGHT REFERENCE CHART

5/8 inch	can be seen up to	15 feet
3/4 inch		18 feet
7/8 inch		21 feet
1 inch		24 feet
1 1/4 inch		30 feet
1 1/2 inch		36 feet
1 3/4 inch		42 feet
2 inch		48 feet
2 1/2 inch		60 feet
3 inch		72 feet

2.3 Capitalization

The most readable arrangement of letters for sign messages is upper and lower case letters. All words are capitalized except for articles, prepositions, and conjunctions.

Signs using all upper case letters require more time to read. People might take the time to read a brief sign; a long one will be ignored because it is too hard to read.

Signs required by ADA to have tactile lettering (wording underneath symbols or pictograms, names of permanent rooms or spaces) must have all upper case letters at least 5/8" high. This is because upper case letters are easier to "read" by touch.

Example of Sign Wording

2.4 Spacing

2.41 Letter and Word Spacing

The purpose of good spacing is to make all the intervals between letters and between words appear the same.

Words must be clearly recognized. Therefore, word spacing should not be so tight that the words run together or so wide that the spaces interrupt the flow of reading.

It is important that the proper letter and word spacing be selected to meet the sign's functional and aesthetic requirements.

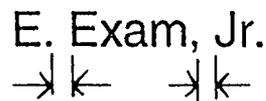
The software of a computer based lettering system will automatically work out the letter-to-letter spacing. Sometimes it is necessary to move letters closer together to fit them in, however. If this is done, check to see that the message is still readable. If it is too crowded, use a bigger sign board.

Normal Word Spacing

The space between words is one-half the height of uppercase letters.

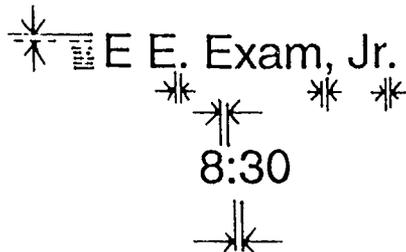


This is true even when there are punctuation marks.



Normal Letter and Punctuation Spacing

The space between letters and punctuation marks is approximately one-sixth the height of uppercase letters.



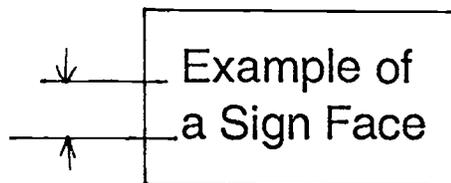
2.42 Line-to-Line Spacing

This dimension is necessary whenever the size of the sign board requires that the message be placed on more than one line.

There are two ways of figuring line-to-line spacing:

Baseline to Baseline

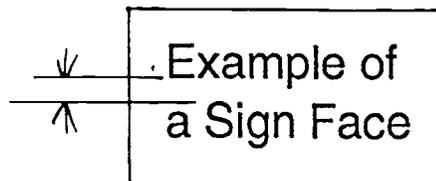
This dimension is given from the baseline of one line to the baseline of the next line. Minimum baseline to baseline distance is **1.5 times the letter height**.



Interline

This dimension is given from the baseline of one line to the top of the tallest flat letter of the next line.

It is imperative that the dimension be large enough so that the descenders of the top line do not touch either the upper case letters or the ascenders of the next line. Minimum interline distance is **one-half the letter height**.



2.43 Margin Spacing of the Message

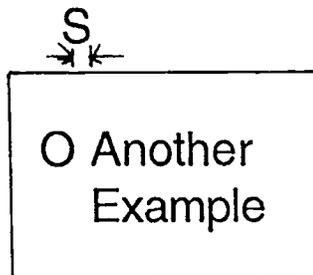
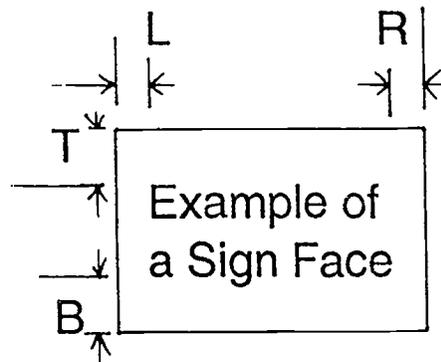
T (Top Margin). From the top edge to the top of the uppercase letter and/or ascender.

B (Bottom Margin). From the bottom edge to the baseline of the last line.

L (Left Margin). From the left edge to the beginning of the message.

R (Right Margin). From the right edge to the end of the message.

S (Symbol Margin). From the edge of the symbol to the edge of the message.

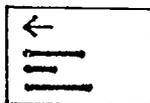


2.5 Arrow Placement

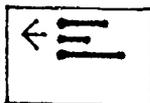
Single Direction

The following are the three ways of placing a single arrow on one sign face.

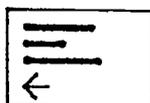
Arrow above wording.



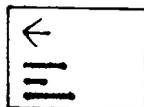
Arrow next to wording.



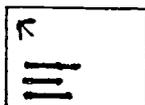
Arrow below wording.



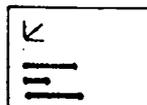
left



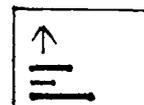
angled
up
left



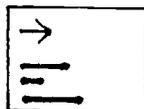
angled
down
left



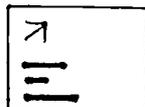
up or
ahead



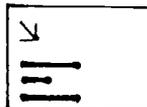
right



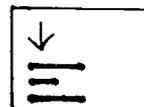
angled
up
right



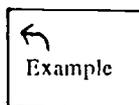
angled
down
right



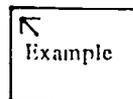
down
or
ahead



Incorrect

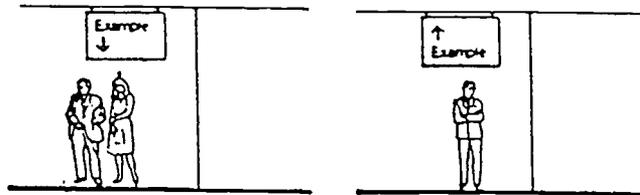


Correct



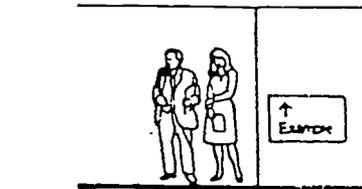
Signs Above Eye Level

Down arrow indicating straight ahead;
up arrow indicating straight ahead.



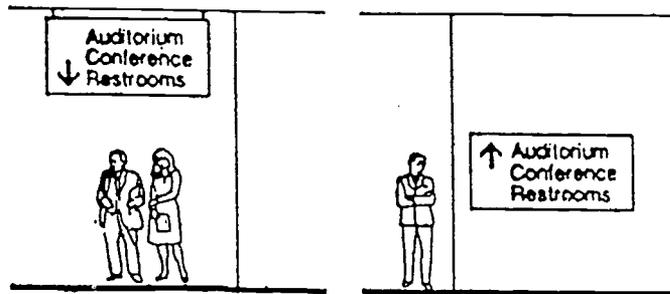
Signs At or Below Eye Level

Up arrow indicating straight ahead.

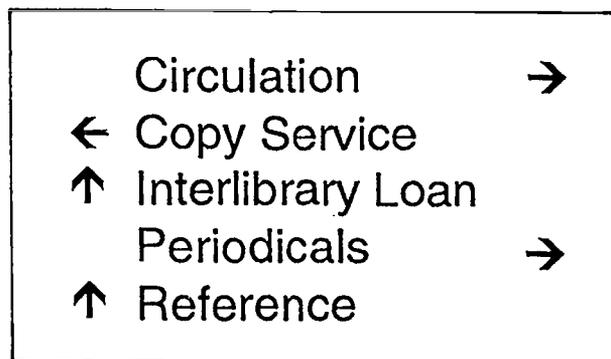


Indicating Order of Destinations

For signs that indicate more than one destination in a direction, the destinations should be alphabetized top to bottom, or in order of appearance with the first destination at the top. This is true for signs above, at, or below eye level.



To eliminate confusion when destinations are stacked flush left, the "right" arrow should appear on the right side.



3.0 Sign Types

Signs should be modular sizes rather than cut to fit the size of each message. This adds to the uniform look of the signs and makes them look less cluttered. It also makes it easier to replace signs and lettering, making it possible to reuse sign boards over again and again.

3.1 Overhead Signs

Overhead signs can be made of masonite, Sintra, or matboard.

Most overhead identification signs can be 9" x 36". These are for one line of 3" type. Practice word economy but avoid abbreviations. If a sign is not long enough, go to 38-40" or 72". Stay with modular sizes (9" x 36", 9" x 72", 15" x 96", etc.) but if you have to add 2" or less so the lettering will fit, it won't be noticed.

Masonite signs are good for temporary overhead signs. They are inexpensive and easy to work with. Sizes of 15" x 96" might warp over time, but they are OK for temporary signs where you want to try out the message or position of a permanent sign. Be sure to hang by a hook or wire from the center as well as the ends to help support the weight. Drill holes 1" from top edge and 2-4" from outside edge. Use 15 lb. picture hanging wire or S hooks to attach signs to hooks screwed into the ceiling or to gridwork of suspended acoustical ceilings. Clip-on hooks that attach to 1" aluminum gridwork are available in some building supply stores. If your gridwork is 3/4", or if you can't find the hooks, get them by mail order from Spindle Plastics (see Fabrication Materials 6.1).

For four-sided signs use nuts, bolts and lock washers (size 6), and aluminum corner brace. Cut the aluminum with a hacksaw to equal the height of the sign. Cut four pieces. Drill holes on each edge of aluminum, top and bottom. Stagger the holes so the bolts and nuts won't bump into each other in the inside corner when you put the pieces together. Drill holes in the masonite to match the holes in the aluminum corner brace. Suspend with wire on two sides (four pieces of wire). Use a level to make sure all sides are straight.

SINTRA, or Trovicel is good for any size sign. Here's where it pays to use modular sizes. You can have a sheet cut up in your modular sizes and reuse the pieces forever because all you do is scrape off the letters and put on new ones. Even though SINTRA won't warp, it's still a good idea to hang a long (96") sign with some center support.

Matboard is not recommended for signs longer than 36", and temporary ones at that. Hang with fishing line instead of picture hanging wire.

3.2 Directional/Identification Signs

For permanent signs use modular sizes when possible so you can reuse SINTRA. Matboard looks good, is inexpensive to make and therefore good for temporary signs, but since you can't remove letters and replace them, you must remake each sign.

Use ADA guidelines and position signs 60" from center of sign to the floor-- even though ADA is not required. Use a uniform font size in temporary room identification signs: 1" for numbers or names of spaces, 1/2" for names of people in offices. Use 1 1/2" letters for temporary events signs.

3.3 Call Numbers

Make call number signs on a word processor using the largest font possible for the length of the number sequence and the 3" x 5" size limitation. Record the font and size that is used so anyone can make identical signs as needed. With systems like Pagemaker or Adobe Illustrator, you can draw a set of boxes (each 3" x 5") on a page and save it. You can then center the numbers in the boxes as you type. Remember to print two sets of numbers, one for each end of the shelf range. Then all you need to do is cut on the lines of the boxes.

3.4 End Ranges

Make large end range signs for every 4th or 5th row of book stacks so people can see which direction they need to go to find their books. Use 1/8" thick SINTRA or Trovicel. have cut in 6" x 8" pieces and round the upper and lower corners on one 6" side. Use 3" high letters for LC or 1 1/2" numbers for Dewey, centered on both sides. To fasten to end range panels, use 6" pieces of molding (made from clear butyrate[plastic], black styrene[plastic], wood, or metal. Insert the 6" x 8" piece of SINTRA with the sharp corners in the molding and the rounded edges on the exposed side. Attach molding to end range panels with two sided adhesive tape, either foam or thin (available from Bron Tapes, see Fabrication Materials 6.1). The plastic moldings are available by mail order from Spindle Plastics. Center each sign at the top of the end panel. Clearance will be 84" (for 90" high end range panel).

3.5 Floor Plans

Make a floor plan on each level for people to see as they step off the elevator or stairs so they can find rooms and spaces more easily. Use Adobe Illustrator or other computer aided design program. Update on disk. Print with laser printer. Enlarge on a photocopier to approximately 24" x 36" (or whatever size fits your wall space), and frame in a picture frame with non-glare glass, or something equivalent.

3.6 Directories

A Building Directory is needed at the front entrance to show the names of the departments and service areas and indicate which floor they are on. You can put the names in alphabetical order and give floor numbers, or group departments under floor headings ("First Floor"), arranging their names in alphabetical order.

Directories of the departments and services in the library should be available on every floor, not just at the entrance, so people can see where to go next without having to go back to the main entrance. A Building Directory can be created on a word processor and printed on a laser printer. Copies for each floor can be enlarged on a photocopier (approx. 24" x 36") and hung in frames with non-glare glass as companion signs to floor plans on each floor. They can be hung side by side opposite elevators or stairs, wherever traffic flows heaviest.

3.7 Book Return

Use 1 1/2" letters on a board approximately 4" x 9". Matboard is fine for inside but something weatherproof like SINTRA is needed outside. Use Braille and tactile letters on the permanent signs.

3.8 Hours Signs

Use 3/4" lettering/numbers. Matboard is usually good, but if the department changes hours during summer, semester breaks, etc., try to do the signs on SINTRA so you can peel off the numbers when replacements are needed. Keep the signs as simple as possible for easy reading. Don't use "am" or "pm" or ":00" unless needed. Keep hours lined up one under another.

3.9 Instructional/Advisory Labels

There are places where you will want to provide instructions or information to specific library users in a place where they will find the information exactly when they need it. To put instructions or advisory messages at decision points, make clear labels on sticky back sheets that are printed on your laser printer. Write your message(s) on a word processor (concisely, explicitly, legibly as you would a sign - not a memo) and produce several copies of it per 8 1/2" x 11" sheet. Make extra labels (they wear out and sometimes get mutilated) and save the text.

3.10 No Eating, Drinking, Smoking

Use pictograms (symbols) with adhesive backing, available at business supply stores or in catalogs, instead of words. Affix to entrance at door handle height. Remove other no eating, drinking, smoking signs inside the library to eliminate confusion and unnecessary signage.

3.11 Door Frame Numbers

See diagram in Placement section. Make 1" adhesive backed vinyl letters in contrast color (black or white) for the top of the door frame. Affix flush (right or left) with door on the handle side.

3.12 Labels

Make labels easier to read by those who are visually impaired and lessen the need to stoop over or squat down to see small faded type.

Replace file cabinet labels, and periodical shelf labels with larger font, bold, Helvetica (or similar) font style. Work on one project at a time. Use student or volunteer help if possible. Remove plastic protective coverings if they cause a glare problem.

3.13 ADA/Regulatory Signs

While you are doing temporary signage, anticipate what will be required for ADA. Put up all the signs you need even though they are not tactile or in Braille. ♿

Determine which destinations require Braille/tactile lettering and which need to have the name of the room in addition to, or instead of, the room number.

Determine which pictograms are required for restrooms, stairs, elevators, areas of rescue assistance, and assistive listening devices.

Determine where emergency exit signs are needed. You can make temporary ones uniform by using white 1 1/2" letters on red matboard until permanent ones are made with Braille/tactile lettering.

- 4.0 Fabrication
 4.1 Basic Materials and General Hints

Basic Supplies

adhesive spray mount	clear suction cups with hooks
double faced adhesive tape	push pins
adhesive backed Velcro	Goof Off adhesive solvent

Basic Sign Materials

matboard	SINTRA
masonite	illustration board
clear adhesive label sheets for laser printers	

Basic Hanging Materials

fishing line	screw eyes
picture hanging wire	S hooks
hanging clips for acoustical tile gridwork	ceiling hooks

Basic Tools

X-Acto knife	4" putty knife
25" steel measuring tape	24" flexible steel ruler
razor edge scraper	T-square
scissors	

Foam Tape

Use a 4" wide putty knife to remove old signs and tape.

When using double sided foam tape to hang a one sided sign on glass, cut triangular pieces to fit in the corners of the sign so it looks neat from the back (glass) side.

X-Acto Knife

Learn to pick up letters and hold small pieces of material with an X-Acto knife. This technique eliminates lots of fingerprints.

Use a sharp X-Acto knife rather than a paper cutter to cut matboard or illustration board.

Use an X-Acto knife or tweezers to hold small items over a trash can while spraying with adhesive. This way you just need to clean your knife when you're done, not your hands.

Painting

A flannel-backed plastic tablecloth makes a durable, reusable drop cloth for painting. It's heavy enough to lie flat, and won't stick to your work like newspaper does.

4.2 Working with Adhesive-Backed Vinyl Letters

To remove old letters, heat with a hairdryer to soften adhesive. This makes it possible to remove most letters whole or in big pieces. Use Goof-Off to remove any adhesive residue.

To position letters use light pencil lines or strips of masking tape to line up the bottom edge of flat letters. Note: letters with rounded bottoms will dip below the line slightly.

To center a strip of lettering on the background material: Find the center of the background material by measuring it, and draw a faint vertical line on the background material. Next, hold the side edges of the strip of lettering together (do not fold in half), and carefully press a tiny crease at the center point of the top edge and the bottom edge of the strip of lettering. Center the strip of lettering by matching both creases on the vertical line.

Letters can be applied directly to glass or walls. Make sure the surface is clean.

With some computer software it is possible to create mirror image lettering that can be attached to the inside of glass walls.

4.3 Matboard, masonite, and other sign board materials.

When making signs on matboard, decide what size the letters need to be and affix them to the matboard. Measure the border and mark with light pencil lines. Cut with X-Acto knife along a metal straight edge placed at the pencil line.

When making signs of masonite cut pieces on a table saw if possible for a smooth, straight edge. If not available, use a hand held power circular saw.

When drilling holes in masonite put a block of wood behind the masonite so the masonite won't rip out the back when the drill bit goes through.

Colored illustration board is OK for temporary signs, but the color will run if the sign gets wet.

4.4 Adobe Illustrator Maps

Maps for Floor Plans can be done with computer software such as Adobe Illustrator and updated on disk as needed. Existing maps or architectural drawings can be scanned for the basic drawing and cleaned up as needed. New editions of the map can be printed on a laser printer and enlarged on a photocopier to a size of 24" x 36", or so. Modifications of the maps can be used in guides to the library or handout sheets used for directional information.

BEFORE AND AFTER

**B 850. M9
TO
B2430. M253**

End range call numbers

**B850.M9
TO
B2430.M253**

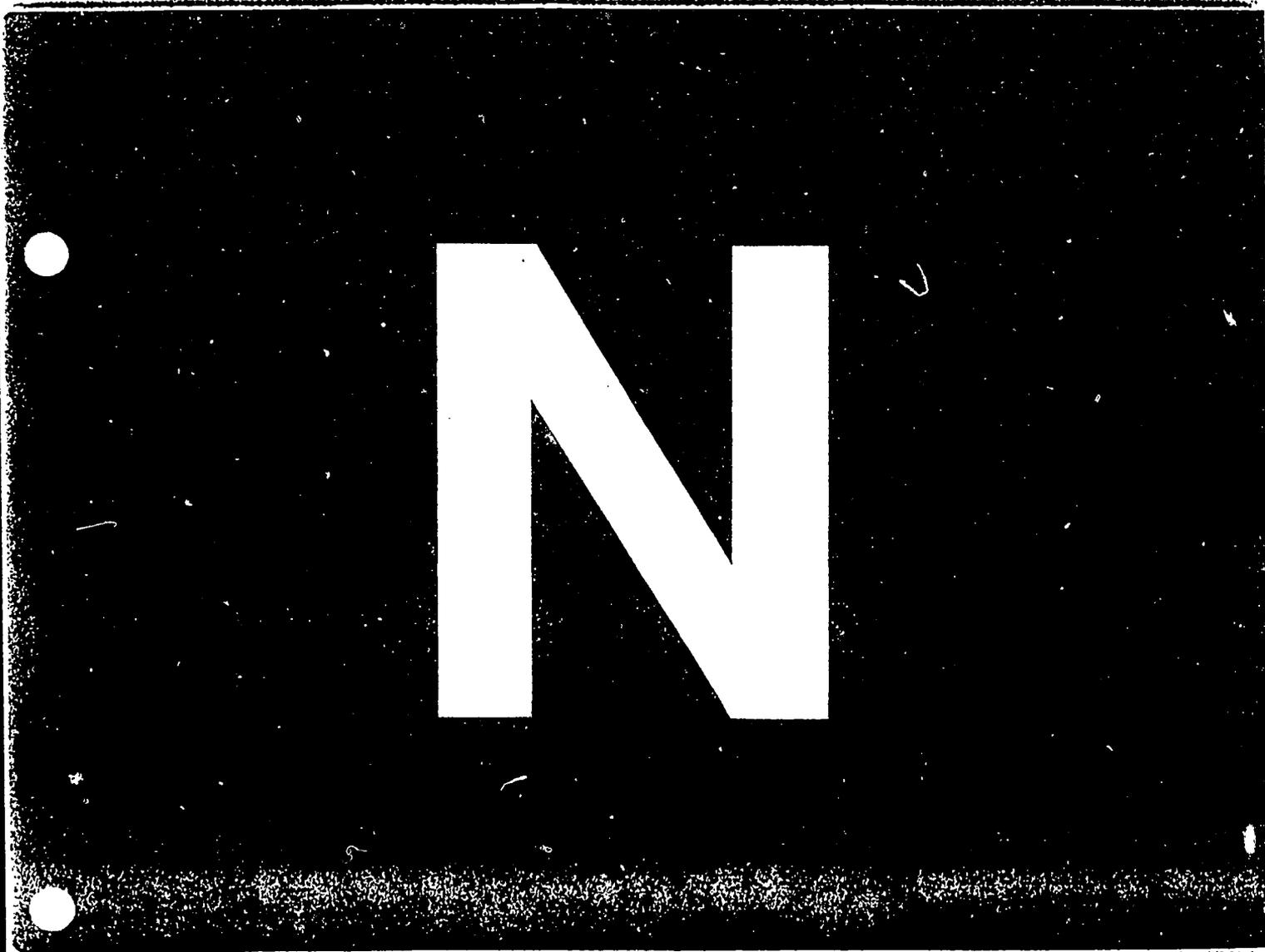
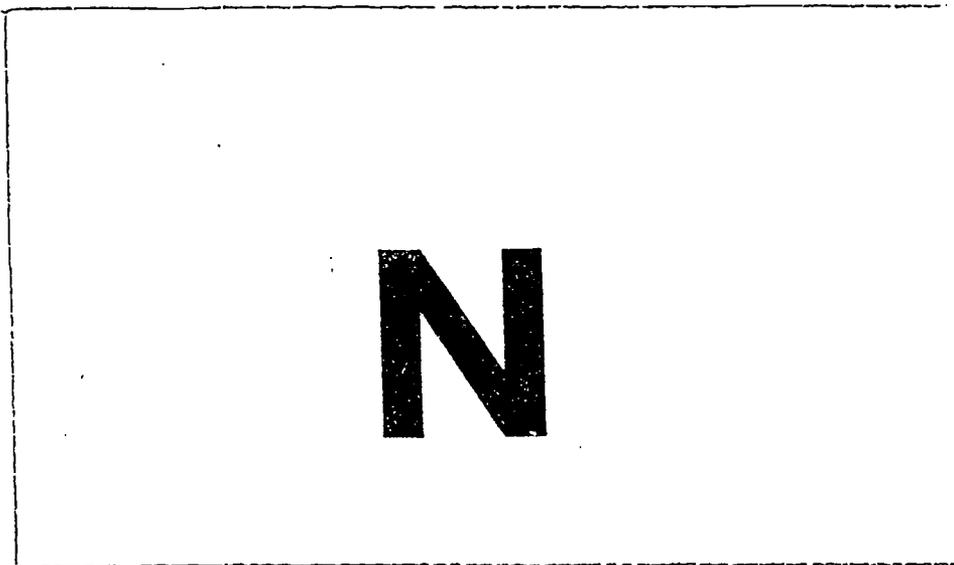
NAS 1.21:394 -
NAS 1.26:168238

D 1 .H22
HISTORIAN

Periodical shelf labels

**NAS 1.21:394 -
NAS 1.26:168238**

D 1 .H22
Historian



5.0 Placement

Permanent, regulatory and overhead signs have placement requirements according to local and state codes and the ADA. Identification signs and directional signs should be placed at decision points. With temporary signs you have to work around bad lighting and incompatible architecture (ceilings that are too high or pillars in the way of the ideal spot), but see how well a compromise location works so you can decide where to put permanent signs.

5.1 ADA Regulations

Permanent signs are required to be mounted 60" from the center of the sign to the floor. Signs are to be on the handle side of the door, 3" from the door frame. All overhead signs must be hung a minimum of 80" from the bottom of the sign to the floor.

5.2 Hanging Signs

For masonite or SINTRA signs use 15 lb. picture hanging wire. Drill holes (approx. 3/16" in diameter) in the masonite/SINTRA, 1/2 - 1" from top edge and approximately 2 - 4" in from side edges. Pull a length of wire through each hole and twist the wire around itself about 1: to fasten. At the ceiling use lips on acoustical tile gridwork, or hooks that are the same shape as cup hooks only bigger (called "ceiling hooks"), with washers between the hooks and the ceiling for a neater appearance. Loop the wire around the hooks and use a level or measure from the ceiling to make sure the sign is level. Measure from the floor to make sure the sign is at the right height. Hang all overhead signs the same height from the bottom of the sign to the floor; 86" is a good height.

5.3 Wall Mounted Signs

Use the ADA guideline of 60" from the center of the sign to the floor. Two sided foam tape works for matboard and SINTRA. For stucco or stone walls you might have to use putty, silicone rubber, or hot glue to get the board to stick to an irregular surface.

Remove old signs with a 4" wide putty knife and razor scraper to get the foam tape off. Any remaining residue can be removed with Goof Off, available at building supply stores.

Floor plans and Directories need to be hung opposite stairs or elevators, where most of the people entering the floor can spot them. Hang these signs at the same location on every floor.

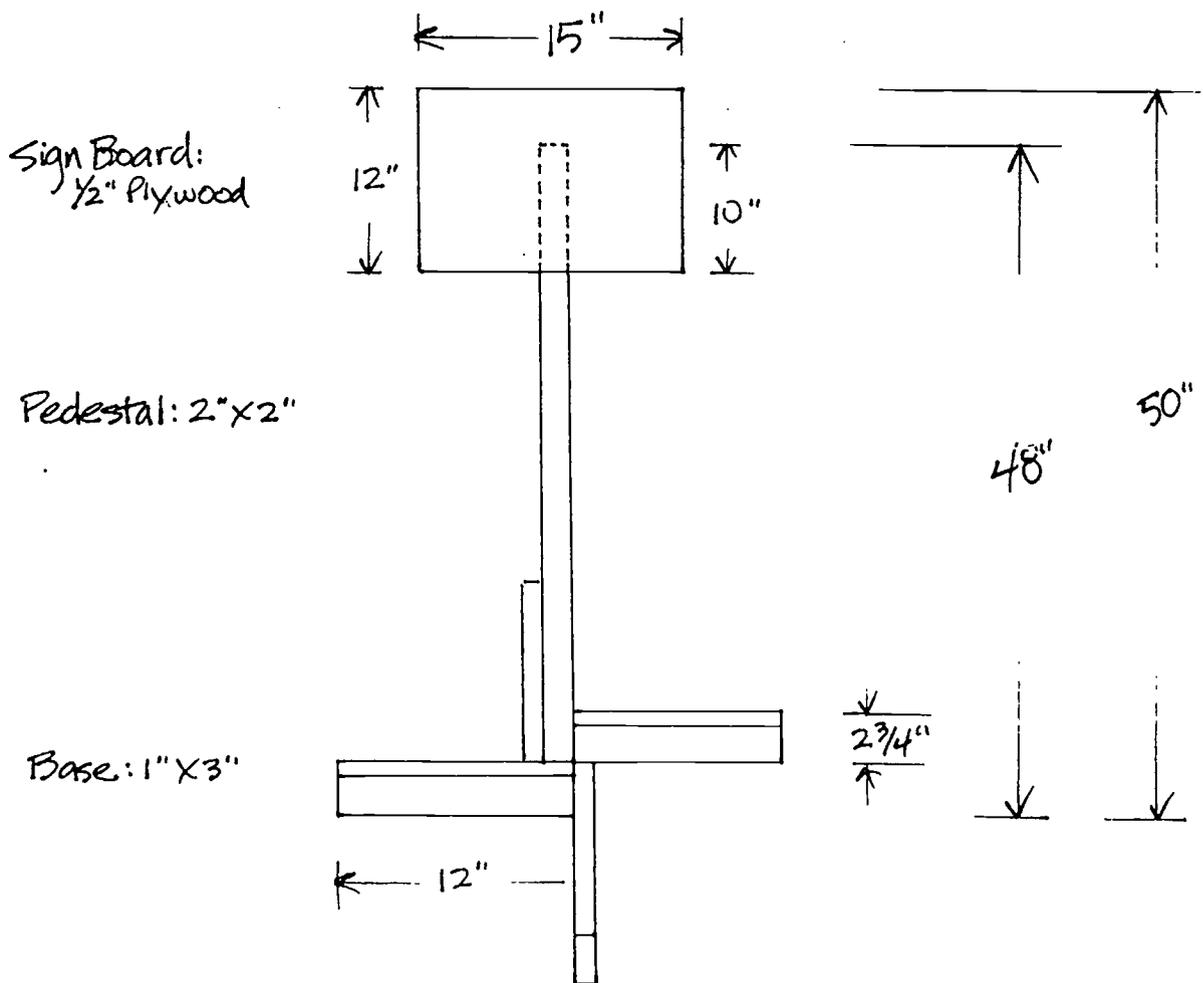
5.4 Free Standing Signs

Matboard. Make signs a triangle shape, scoring bottom edges (where the sign folds under) with an X-Acto knife. Use double sided foam tape to fasten to surface.

Adhesive labels. Use word processor and laser printer to print messages on clear adhesive backed sheets (see Chartpak sheets in Fabrication Materials 6.1) when you need instructions in a particular place or when you want to place signs that not everyone needs to read. (e.g., Index tables are reserved for users of these materials; Publications could be in microform. Please check Government Documents Microforms; Duplication of sound recordings prohibited). Make several signs per sheet. Cut with X-Acto knife. Make extra signs and save the text on disk.

SINTRA. Use same molding as for End Range Signs. Fasten to surface.

Wood pedestal. For temporary signs (remodeling or new building), sign holders made of 2" x 2" pedestals with a base of four legs criss-crossed (made from 1" x 3" boards) are inexpensive to build and can be painted any color from road construction orange-and-white stripes to basic black or white.



Sources for Sign Fabrication Materials
Call or write for catalogs.

Seton Identification Products
P.O. Box 1331
New Haven, CT 06505
800-243-6624

"World's largest source for identification products"--a catalog brimming with signs, tags, labels, and related products and services. Comes out several times a year. A good source for ideas for in-house signs as well as for purchases. Warning: not all signs are ADA compliant.

The Spindle Company
3710 Park Place
Montrose, CA 91020-1623
800-742-5507

A good source for extrusion (for holding stand-up sign material), suction cups, menu clips, acoustical ceiling gridwork hooks, all sorts of components and connectors.

Beemak Plastics, Inc.
7424 Santa Monica Blvd.
Los Angeles, CA 90046
800-421-4393
FAX (213) 969-8738

Lowest prices we have found for clear acrylic literature display racks, free standing or wall mounted. Many other kinds of display holders in their catalog.

SINTRA
Alucobond Technologies, Inc., Benton, KY
Call 800-626-3365 for name of local distributor.

SINTRA is a versatile material that can be used for wall signs or hanging signs. It is lightweight, flexible, and comes in a variety of colors in 4' x 8' sheets. Adhesive vinyl letters are easily applied and removed, making your signs recyclable if you cut them in modular sizes. Retail cost is about \$40/sheet for 1/8" thick.

TROVICEL is the same type material, different brand, and comes in slightly different colors, from: Huls America, Inc., Somerset, NJ (800) 344-6080

Bron Tape
 3640 E. Washington Ave.
 Phoenix, AZ 85034
 (602) 829-7993

This company makes a strong double faced adhesive tape without the foam center, good for sticking a sign holder to a table top or end panel of book stacks. It is clear, 1" wide, and comes in a 36 yd. roll for \$11.00.

Chartpak
 1 River Road
 Leeds, MS 01053
 800-628-1910

Their Drafting & Design Applique Film is an 8 1/2" x 11" sticky back clear adhesive sheet that you can run through a laser printer or photocopier to make all sorts of signs -instructional, identification, advisory--when you want to place a sign exactly where the information is needed. Comes in 8 varieties. Be sure to order "matte top sheet" because "clear" is very shiny. We use DAFPB8L (Matte Top Sheet, Permanent Adhesive, Paper Backing Sheet) for a laser printer. The adhesive isn't permanent but perhaps stickier than "temporary." Comes 100 sheets to a box for about \$43; some dealers stock a 10 sheet package. Call the number above for your local distributor.

Innerface International
 5320 Webb Parkway
 Lilburn, GA 30247
 800-445-4976

Good looking stanchions for holding free-standing signs that you can attach with double faced adhesive tape, or Velcro if you want to interchange them. We use Stanchion "A", in black, about \$83 each.

Masonite, also called "hardboard"

This material is good for making inexpensive overhead signs and free standing signs, whether permanent ones or prototypes. Hang with picture hanging wire of compatible strength for the weight of your signs. Comes in 4' x 8' sheets, 1/4" thick, at your local building supply store for about \$8 a sheet. Be sure to ask for masonite that is smooth on both sides (not tempered, which has one waffled side).

3M Adhesive Spray Mount

Available at art supply stores for about \$9.59 a can. Recommended extravagance. We've had bad luck with cheaper brands.

Adhesive-backed Velcro

Available at hardware, building supply, fabric stores. We've tried gluing the less expensive plain Velcro. It's not worth the discomfort, and the fumes are probably illegal. Comes in several colors and widths, black 1" is good.

Matboard

Once you've picked your sign colors, buy matboard in quantities from an art supply store for a lower price than single sheets. Matboard is useful for all kinds of signs, but hanging signs will warp eventually. Hang with fishing line, stick on walls with double faced adhesive tape, or make stand up signs. Adhesive letters leave marks or tear the finish, so when the text changes you must toss the old signs and begin anew.

Selected Bibliography on Library Signage

Basic how-to guides

Human Factors Section, Health, Safety, and Human Factors Laboratory, Eastman Kodak Company. Ergonomic Design for People at Work. Belmont, CA: Lifetime Learning Publications, 1983. V.I. Workplace, equipment and environmental design and information transfer.

"New Directions for Signage: Clear, Concise Signage is Key to Building Aesthetics and Functionality," Buildings, March, 1989, p. 72+

Good old texts, parts of which are still useful

Pollet, Dorothy, and Peter C. Haskell, editors. Sign Systems for Libraries: Solving the Wayfinding Problem. New York: Bowker, 1979.

Reynolds, Linda, and Stephen Barrett. Signs and Guiding for Libraries. London: Bingley, 1981.

Spencer, Herbert, and Linda Reynolds. Directional Signing and Labelling in Libraries and Museums: a Review of Current Theory and Practice. London, Readability of Print Research Unit, Royal College of Art, 1977.

Research studies you can understand

Eaton, Gail. "Wayfinding in the Library: Book Searches and Route Uncertainty," RQ, v.30 no.4, Summer 1991, p. 519.

Eaton, Gail, Michael Vocino, and Melanie Taylor. "Evaluating Signs in a University Library," Collection Development, v. 16 no.3, 1992, p. 81.

O'Neil, Michael J. "Effects of Signage and Floor Plan Configuration on Wayfinding Accuracy," Environment and Behavior, v 23 n 5, September, 1991, p. 553-574.

Seemingly unrelated but helpful information

Cubberly, Carol W. "Write Procedures that Work," Library Journal, September 15, 1991, p. 42-45.

Matthew, Diane L. "The Scientific Poster: Guidelines for Effective Visual Communication," Technical Communication, v 37 n 3, p. 225-232.

Thought provoking background material

- Arthur, Paul, and Romedi Passini. Wayfinding: People, Signs, and Architecture. N.Y., McGraw Hill, 1992.
- Berger, Arthur Asa. Seeing is Believing: An Introduction to Visual Communication. Mountain View, CA: Mayfield Pub. Co., 1989.
- Berger, Arthur Asa. Signs in Contemporary Culture. New York: Longman, 1984.
- Morgan, John, and Peter Welton. See What I Mean: An Introduction to Visual Communication. London: Edward Arnold, 1986.
- Tufte, Edward R. Envisioning Information. Cheshire, CT: Graphics Press, 1990.
- Tufte, Edward R. The Visual Display of Quantitative Information. Cheshire, CT: Graphics Press, 1983.
- Wileman, Ralph E. Exercises in Visual Thinking. New York: Hastings House Publishers, 1980.
- Wolf, Henry. Visual Thinking: Methods for Making Images Memorable. New York: American Showcase, 1988.
- Wurman, Richard Saul. Information anxiety. New York: Doubleday, 1989.

ADA and Signage

- Americans with Disabilities Act Handbook. Washington, D.C.: U.S. Government Printing Office, 1992.
- Ethridge, Kenneth A., "Signs of Change," The Construction Specifier, August, 1992, p. 84-93.
- Finke, Gail, "Tactful & Tactile: Identity's Continuing Coverage of the Americans with Disabilities Act," Identity, Summer, 1992, p. 28-32.
- Goldsmith, Marianne. "Legal Side," Step-by-Step Graphics, v.8, n.5, September, 1992, p. 28-37.
- "Special: Signs for ADA," Identity, Spring, 1992, 28B-46.

6.3 Signage Journals

SIGNAGE JOURNALS

IDENTITY, 1989- q. \$48 (free to qualified personnel).

ST Publications, 407 Gilbert Ave., Cincinnati, OH 45202.
Tel. (513) 421-2050. Circ. 13,800

SIGN BUSINESS, 1986- m. \$20.

National Business Media, Inc., Box 1416, Broomfield, CO 80020
Tel. (303) 469-0424. Circ. 20,000

SIGNCRAFT, 1980- bi-m. \$25.

Signcraft Publishing Company, Inc., P.O. Box 06031, Ft. Myers, FL 33906.
Tel. (813) 939-4644. Circ. 20,500

SIGNS OF THE TIMES, 1906- 13/yr. \$36.

ST Publications, Inc., 407 Gilbert Ave., Cincinnati, OH 45202
Tel. (513) 421-2050. Circ. 16,500 paid, 1500 controlled

STEP-BY-STEP ELECTRONIC DESIGN NEWSLETTER, (new) m. \$27.

Step-by-Step Publishing, 6000 N. Forest Park Dr., Peoria, IL 61614-3592
Tel. (309) 688-2300.

STEP-BY-STEP GRAPHICS, 1985- bi-m. \$24.

Step-by-Step Publishing, 6000 N. Forest Park Dr., Peoria, IL 61614-3592
Tel. (309) 688-2300. Circ. 46,000

COMPUTER BULLETIN BOARDS

The Handicap News BBS, is one of the largest disability-related computer bulletin boards. Moderator is Bill McGarry at (203) 337-1607. Internet address is wtm@bunker.shel.isc-br.com

ADA-LAW is a discussion list covering various questions related to ADA legislation and compliance. Bitnet address is ADA-LAW@NDSUVM1.BITNET

BRaille
THE KEY TO LITERACY AND INDEPENDENCE

A Publication of
Braille Revival League of California
An Affiliate of
California Council of the Blind
8700 Reseda Boulevard
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Northridge CA 91324
(818) 349-2636
1991

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California Council for the Blind.

6.4 Braille

WHAT IS BRAILLE?

Braille is a tactile system using combinations and arrangements of six dots. These six dots constitute a cell consisting of two vertical columns of three dots each. Letters, numbers, punctuation marks, and many other signs can be made from the 63 possible arrangements of one to six dots. In addition, there are 189 standardized contractions representing groups of letters and commonly-used words.

THE BRAILLE ALPHABET

1	2	3	4	5	6	7	8	9	0
a	b	c	d	e	f	g	h	i	j
k	l	m	n	o	p	q	r	s	t
u	v	w	x	y	z				

Braille was developed by Louis Braille, in France, in the early part of the 19th century. The first ten letters use no bottom dots. The second line is identical to the first but adds the lower left dot. The third line adds both bottom dots. The pattern is interrupted by the "w" which was not included until braille was adopted by English-speaking countries. The letters "a" through "j" when preceded by a number sign, constitute numbers 1 through 0.

This 19 page booklet contains information about the usefulness of Braille for blind and visually impaired people. Includes lists of resources and directory of organizations providing services, supplies and equipment for the blind.

University of California, Riverside
 Sign System Manual
 January 1984
 Table of Contents

Introduction -----	2
Sign Policy -----	2
Overview of System -----	3
Procedures -----	4
Sign Removal -----	5
Sign Request Form -----	6
Types of Signs -----	8
1. Orientation -----	8
a. General Library Directory -----	8
b. Floor Directories -----	9
c. Elevator Directories -----	10
d. Department Service Hours -----	11
2. Directional -----	12
3. Identification -----	13
a. Major areas and Service Points -----	13
b. Room, Area, or Function -----	14
c. Shelf Labels -----	15
AA <i>Nameplate</i> -----	14
4. Instructional -----	16
a. Instructional Points with Handouts -----	16
b. Instructional Points without Handouts -----	17
c. Single Message Signs -----	18
d. UCR Serials Lists Instructions -----	19
e. Microform Reader Instructions -----	20
f. Walking Tour/Workbook Station Signs -----	21
5. Regulatory -----	22
a. No Smoking Signs -----	22
b. Smoking Area -----	23
c. Sign in Stack Areas -----	24
d. Miscellaneous -----	25
e. Copyright Notice -----	26
f. Emergency Signs -----	27
6. Current Awareness -----	28

Introduction

This Sign System Manual is the product of a team effort which began December 21, 1981, when the University Librarian appointed a Task Force on Library Signs. The members of the Task Force were Sheryl Davis, Laine Farley, Bruce Leach, Carol Resco, John Tanno, Chair, and Doris Weingart. Josh Schiffer greatly aided the work of the Task Force by taking slides of the signs found in the four libraries comprising the University Library: the General Library, Bio-Agricultural Library, Physical Sciences Library, and Music Library. The Task Force made an assessment of the signing in the libraries on the basis of these slides and personal observation gained through several tours of the libraries. It was discovered that while many of the signs were well designed and mounted, there were too many signs, some of which were obsolete, inaccurate, or misleading. Furthermore, there was not a consistent style for the signs, and the style varied from handwritten to professionally produced signs.

Based on this analysis the Task Force developed a sign system, an inventory of signs which were needed, signs which should be removed, and a plan for implementing the sign system. This Sign System Manual is a synthesis of the Task Force's efforts to provide a methodical way of signing the UCR libraries. Donna Gauronski prepared the drawings and page layout for the Manual.

Sign Policy

The UCR Sign System Manual was developed to establish a consistent style of signing for the University's libraries and to facilitate the order and preparation of new signs as they are needed. It is the policy of the Library to have signs in the libraries conform to this sign system. Proposals for signs which are not included in, or do not conform to the sign system should be sent to the Sign Coordinator along with a detailed justification for the proposed sign. Final approval for exceptions to the Sign Systems will be granted by the University Librarian.

Signs should be mounted in accordance with the Manual. The posting of signs haphazardly on windows, doors, etc., is prohibited. Handwritten signs or signs produced quickly by other means are also prohibited even if they are temporary signs. If an urgent need for a sign develops, call the Sign Coordinator in the Library Administration office who will consult with appropriate staff in developing a solution for the signing need.

Current awareness or current information signs should be posted on the tack surfaces of the directory panels described in the manual. Current awareness signs will be dated as to when they should be removed. The Sign Coordinator will be responsible for removing these signs on the date indicated.

Signs, posters, and advertisements from non-library sources may be posted only on public bulletin boards designated for this purpose, and must conform to campus policy. They may not be posted on library directory panels, on walls, or in stairwells.

Often a sign is proposed to solve a problem, which might be better solved in another way. For example, some library procedures may be unnecessarily complex, and rather than put up several signs to inform patrons what to do, it might be easier to simplify the procedures. On the other hand, it might be better to develop a brochure to explain complex procedures. The tendency to put up signs hastily to solve a particular problem should be resisted until it is certain the sign will resolve the problem.

It is difficult to maintain an attractive, up-to-date sign system in force throughout four libraries. Staff are encouraged to report to the Sign Coordinator signs which are out-of-date, mutilated, or require replacement or removal. Whenever a new sign is required, the procedures described below should be followed.

Overview of Sign System

As a general principle, the messages on signs should be brief and simple. Information requiring more than a few lines, or more than a dozen words may be expressed better with an informational brochure or instructional signs which include handouts. Signs should convey the maximum of information in the minimum number of words.

Most of the signs described in the Manual may be produced in-house, utilizing the Embosograf Machine. The Embosograf signs will usually be laminated. Directory panels and perhaps other special signs will be produced by the University's Physical Plant staff according to the specifications of this manual. Major identification signs will be produced by a local sign company.

The signs will be generally rectangular in shape. The size, color, and layout of the various types of signs are described below. The typeface will be Helvetica Medium for most signs, upper and lower case letters will be used, and the size of type will be 5/8", 1", or 1 1/2" for Embosograf signs, and up to 3" for major identification signs. Special typefaces for some signs are specified. The placement of signs is described under each type of sign. They will usually be mounted to a wall, desk, or shelf, or suspended from the ceiling.

Procedures

When there is a need for new or revised signs:

1. Individual staff members should advise their department heads of any need for signs.

2. Department Heads are responsible for signs posted in their areas. They should determine what sign type is needed, decide how the sign should read, and send a request form (sample follows) to the Sign Coordinator. In urgent cases (those in which a sign is needed within one week) the Department Head should call the Sign Coordinator with the request.

3. The Sign Coordinator has overall responsibility for signs and will receive all requests from Department Heads, discuss any necessary changes with them, order signs from the fabricator or arrange for production of temporary signs, check signs on delivery for conformity to specifications, and supervise the installation and maintenance of signs.

All signs posted in the libraries, whether permanent or temporary, should follow the design standards outlined in this manual. Color, size, shape, materials, and typeface are predetermined according to the type of sign requested. This manual should be used to determine what type of sign is needed.

The Manual describes six basic types of signs:

1. Orientation: to orient users to the resources available in the building (e.g., main lobby directories, floor directories, area directories).
2. Identification: to identify resources so that they are immediately recognizable (e.g., major areas and service points, individual rooms, parts of the library collection).
3. Directional: to direct users to the resources as efficiently as possible (placed at decision points on major routes).
4. Instructional: to instruct users or to convey a single message in the use of catalogs, major tools, services, etc.
5. Regulatory: to regulate behavior (e.g., no smoking, emergency procedures, copyright notices).
6. Current Awareness: to inform users of special events, library hours, exhibits, changes in the building, new services or publications etc.

Sign Removal

The removal of signs presents some difficult problems. Ideally, all obsolete or unnecessary signs should be removed as quickly as possible. However, in practice, the removal of the old signs may reveal a blemished surface underneath, or the very act of removal may cause damage to the surface on which the sign was mounted. When these problems are encountered, they should be reported to the Library Administration Office, and working through Maintenance, a solution will be sought. In some cases, where repairs would be expensive, such as refinishing wood surfaces, alternative solutions may have to be found.

SIGN REQUEST FORM

Please Type

Department _____ Approval of Dept. Head _____

Requestor _____ Ext. _____ Date _____

Please refer to the UCR SIGN SYSTEM MANUAL when filling out the following: Call the Sign Coordinator (ext. 3221) for clarification.

Type of sign needed (circle appropriate category):

Orientation: a, b, c, d (pp 7-10)

Identification: a, b, c, d (pp 12-15)

Directional: if an arrow is needed, draw sample and show direction arrow should point. (p. 11)

Instructional: a, b, c, d, e, f (pp 16-21)

Regulatory: a, b, c, d, e, f (pp 22-27)

Current Awareness (p. 28)

Location of sign: describe briefly where the sign will be located (e.g., 2nd floor, hallway by PQ 2000's) and circle one of the following:

- Hanging sign
- Mount on wall
- Mount on stack
- Other (specify)
- Unknown
- Holder needed

Text of Sign: (fill in box below)

Approved by:

(Sign Coordinator)

Instructions to Sign Maker (for use by Sign Coordinator only)

Laminate _____ Size of sign _____ Size of letters _____

Estimate requested _____ Expenditure approved by Line Officer _____

Notes:

NAMEPLATE REQUEST FORM

(Please type. Send completed form to: Sign Coordinator, Library Administration Office)

Department _____ Approval of Dept. Head _____

Requestor _____ ext. _____ Date _____

Nameplates will be produced in the style described below. Requests for exceptions may be made to the Sign Coordinator.

Embosograf sign

Board: Woodgrain; 10" x 1 1/4" or 2 1/2"

Letters: 5/8" gold

Nameplate holder needed ? _____

Name EXACTLY as it is to appear on nameplate: _____



Top Margin = 3/4"
Bottom Margin = 1 1/8"

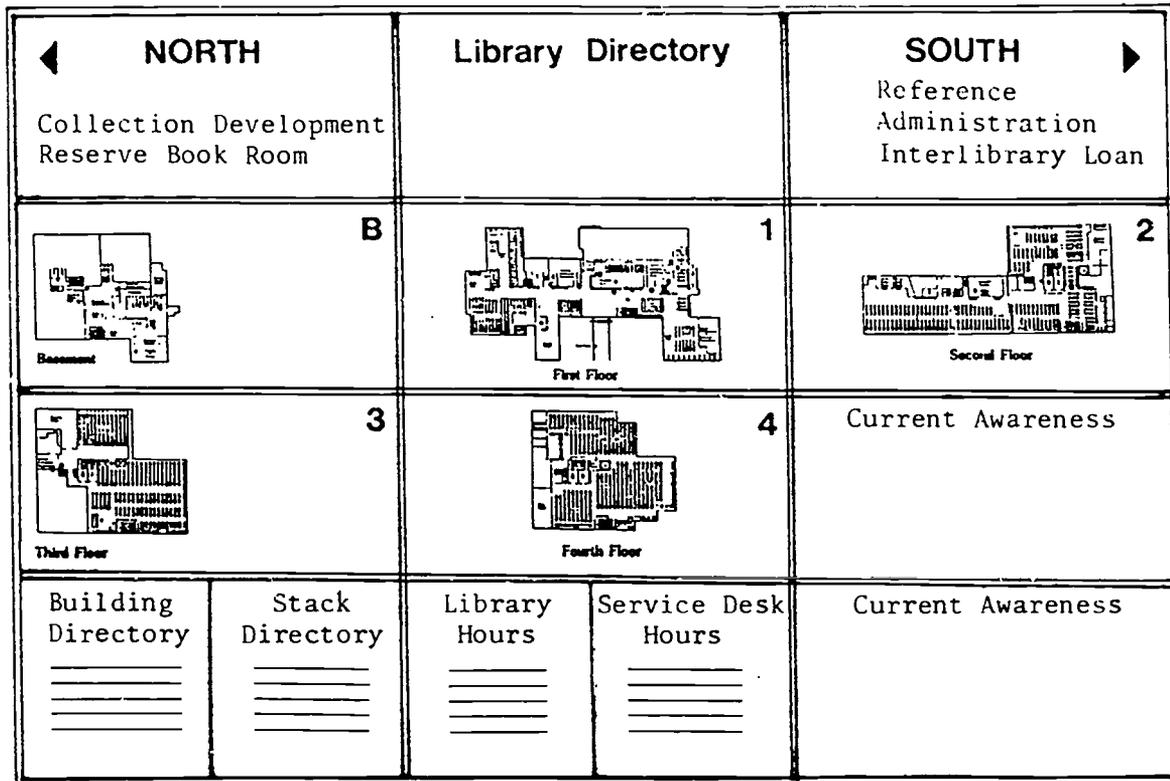
Approved by:

(Sign Coordinator)

Instructions to Sign Maker (for use by Sign Coordinator only):

UCR Sign System Manual

1. Orientation: a. General Library Directory



Scale: 1" = 1'

USE: Place in Main Lobby of General Library.

SIZE: 4'x 6'

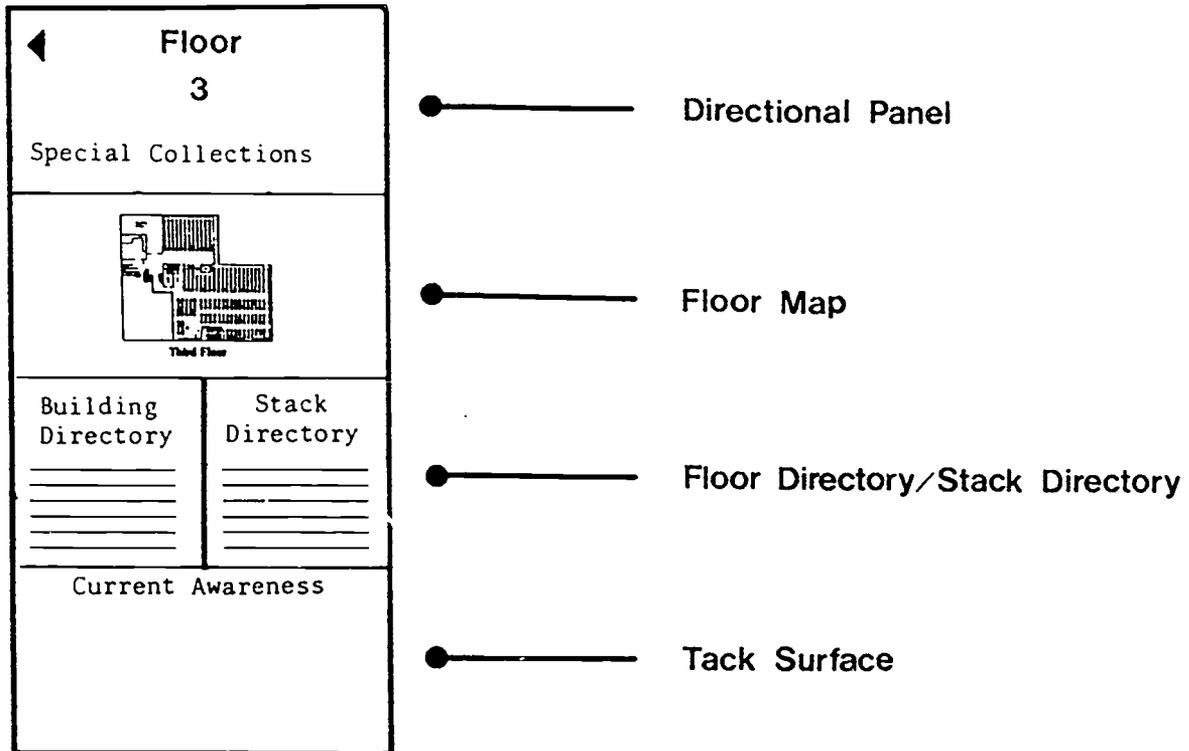
MATERIAL: Walnut stained frame, and back, front covered with Plexiglas. The panels will be printed on white paper and attached to the backing with spray adhesive.

PLACEMENT: Install in lobby near Circulation counter.

NOTE: Tack surface for display of temporary signs.

UCR Sign System Manual

1. Orientation: b. Floor Directories



Scale: 1" = 1'

USE: Placed near elevators and stairwells to provide orientation to a specific floor.

SIZE: 2' x 4'

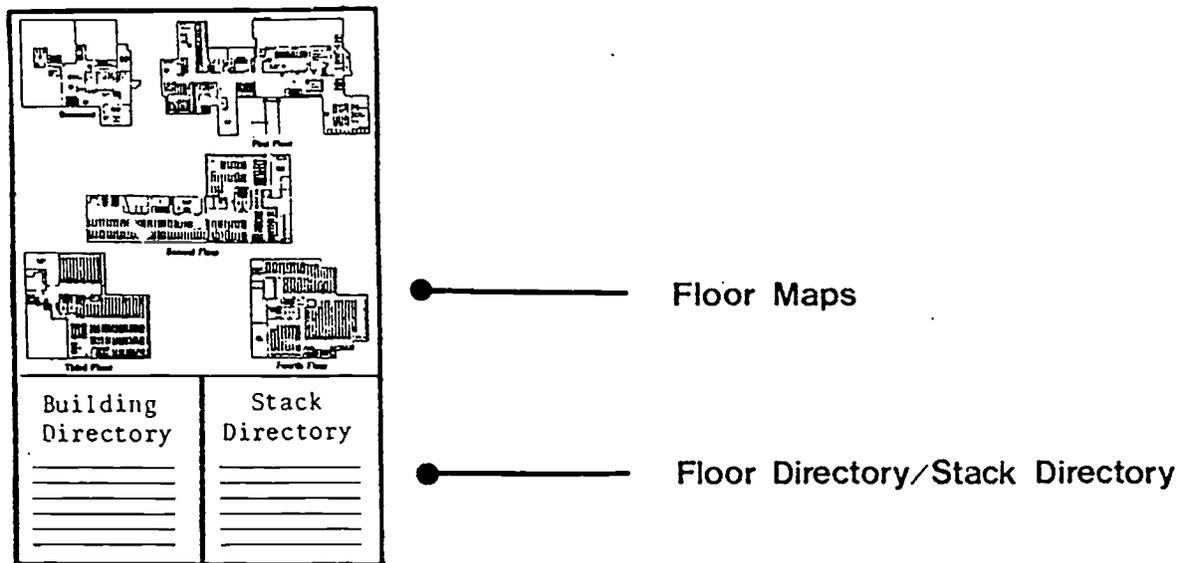
MATERIAL: Plywood backing framed with alumin channel, and covered with Plexiglas. Maps and directories printed on white paper and mounted with spray adhesive.

PLACEMENT: Bolts anchored in wall: 40" from floor to bottom of sign.

NOTE: Tack surface for display of temporary signs.

UCR Sign System Manual

1. Orientation: c. Elevator Directories



Scale: 1" = 1'

USE: Placed in each elevator in General Library.

SIZE: 3' x 2'

MATERIAL: Same as floor directories.

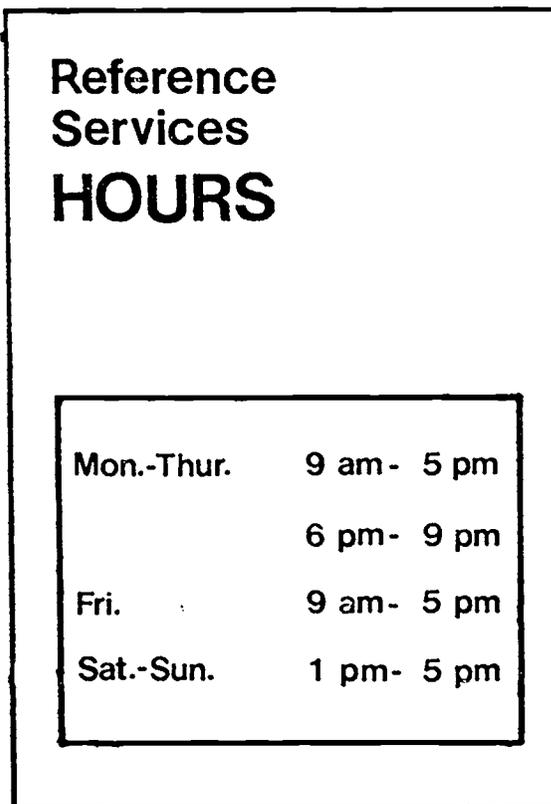
PLACEMENT: Bolts anchored in elevator wall (left wall as one enters),
40" from floor.

UCR Sign System Manual

1. Orientation: d. Department Service Hours

Left & Right Margins = 1"
 Top & Bottom Margins = 1½"

Line Spacing = 3/4"



Scale: One-fifth size
 9" X 12" Board

USE: Place near service desks.

SIZE: Board, 14" x 21" or 22"; Admin 14" X 16"

LETTERS: Department Name: 1"
 "Hours:" 1-1/2"
 The rest: 5/8"

MATERIAL: Embosograf, laminated

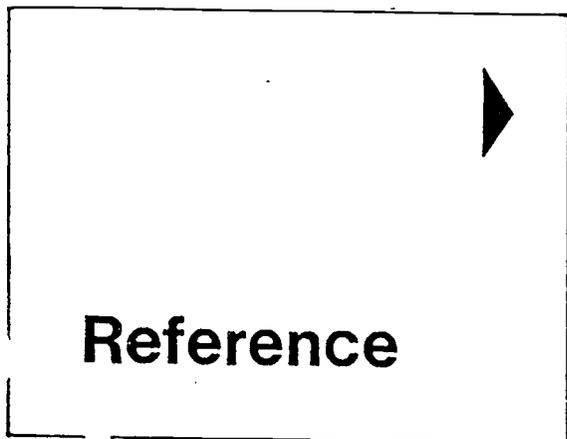
COLOR: Chocolate letters on buff board

PLACEMENT: Will vary according to need.

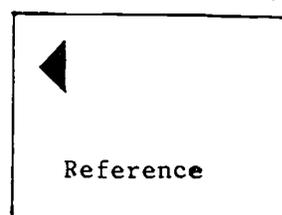
UCR Sign System Manual

2. Directional

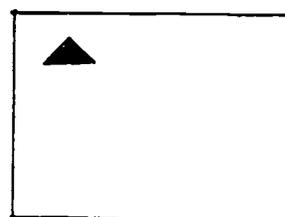
Left & Right Margins = 1"
 Top & Bottom Margins = 1½"



Scale: One-quarter size



Scale: One-eighth size



Scale: One-eighth size

USE: Placed at decision points along routes to major library resources.

SIZE: 9" x 12" with 1" or 1 1/2" letters (depending on the number of letters).

MATERIAL: Embosograf, laminated.

COLOR: Chocolate letters on buff board.

PLACEMENT: Hung from ceiling, 80" from floor, or attached to wall, 60" from floor.

NOTE: Lettering is left justified for directional signs pointing to the right, right justified, for signs pointing to the left; arrows as shown above.

UCR Sign System Manual

3. Identification: a. Major Areas and Service Points



Scale: One-quarter size

USE: Identify major areas and service points.

SIZE: 6" or 9" high, length varies according to number and size of letters, which may be from 1" to 3".

MATERIAL: Plexiglas.

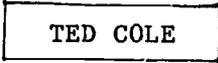
COLOR: White letters on brown Plexiglas.

PLACEMENT: Hung from ceiling 80" from floor or wall mounted 60" from floor.

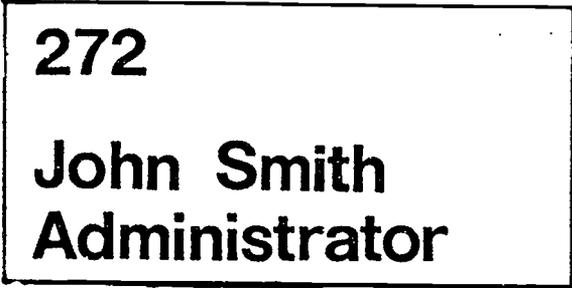
UCR Sign System Manual

3. Identification: b. Room, Area, or Function

Nameplate to fit in holder = 10" X 2½" with ¾" margins



TED COLE

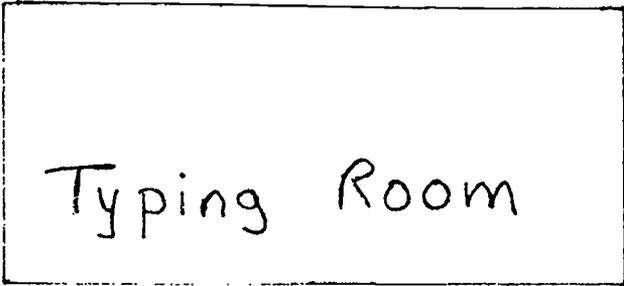


272

John Smith
Administrator

Left & Right Margins = 1"
Top & Bottom Margins = 1½"

Scale: One-quarter size 9" x 12"



Typing Room

6" x 12"

USE: To identify specific room, areas, or functions.

SIZE: 6" to 9" high, length varies with 1" or 1 1/2" letters.

MATERIAL: Embosograf, laminated.

COLOR: Chocolate letters on buff board.

PLACEMENT: On walls, 60" from floor, 2" from door frame, on same side as doorknob if possible.

UCR Sign System Manual

3. Identification: c. Shelf Labels

Press - Enterprise

Scale: One-half size

USE: Identify material lacking call numbers or placed horizontally on shelves.

SIZE: 1" high, with 5/8" letters length varies according to the number of letters.

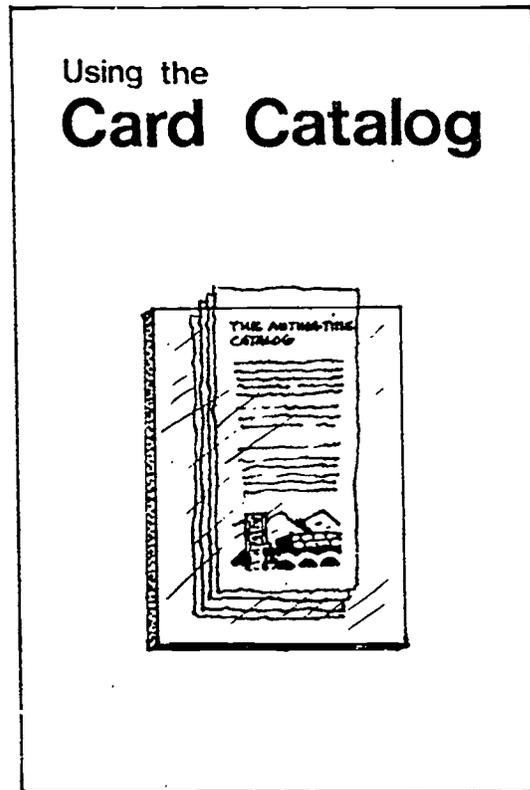
MATERIAL: Embosograf.

COLOR: Chocolate letters on tan board.

PLACEMENT: Inserted into shelf label holders and mounted on facing edge of shelf.

UCR Sign System Manual

4. Instructional: a. Instruction Points with Handouts



Scale: One-fifth size

USE: To hold and call attention to handouts explaining library services and procedures, such as the Card Catalog, Interlibrary Loan, Map Room Checkout, Government Publications, etc.

SIZE: 14" x 21" with 5/8" and 1-1/2" letters.

MATERIAL: Embosograp, laminated.

COLOR: Chocolate letters on buff board.

PLACEMENT: Will vary according to need.

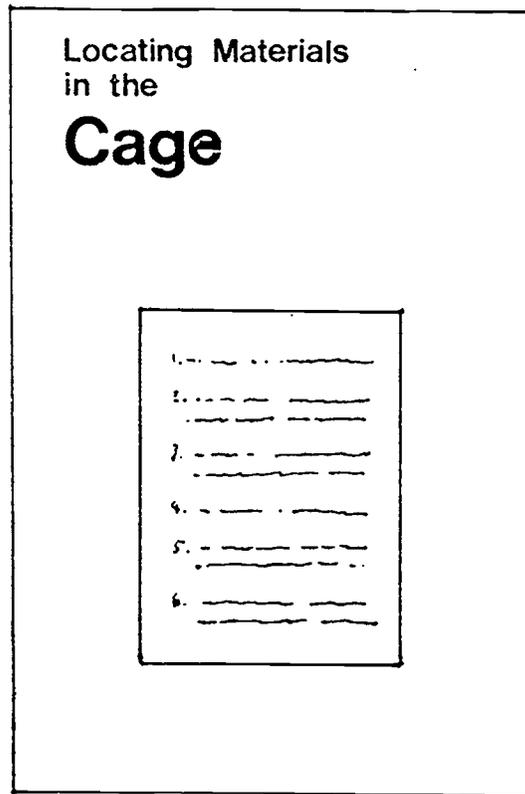
HANDOUT HOLDER: 8 3/4" x 9" x 4" clear plastic wall mounted holder.

NOTE: Handout style is to be consistent with sign style.

100

UCR Sign System Manual

4. Instructional: b. Instruction Points without Handouts



Scale: One-fifth size

USE: To call attention to Library Services or procedures where a handout is not necessary.

SIZE: 14" x 21" with 5/8" and 1-1/2" letters.

TYPEFACE: Text: Orator 10 pitch.

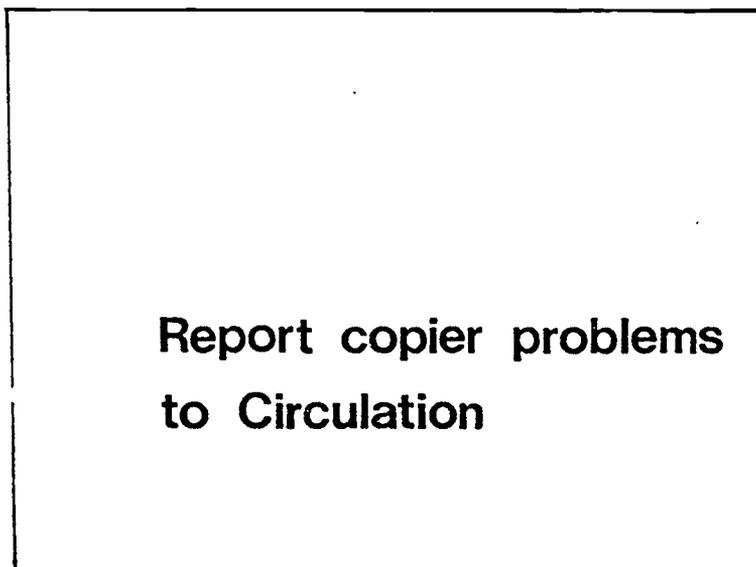
MATERIAL: Embosograf, laminated.

COLOR: Chocolate letters on buff board.

PLACEMENT: Will vary according to need.

UCR Sign System Manual

4. Instructional: c. Single Message Signs



Scale: One-third size

Left & Right Margins = 1"
Top & Bottom Margins = 1.5"
Line Spacing = 3/4"

USE: Small pieces of information. Messages should be as short as possible (7 words or less is ideal).

SIZE: 6" x 9" with 5/8" letters.

MATERIAL: Embosograp, laminated.

COLOR: Chocolate letters on buff board.

PLACEMENT: Will vary according to need.

UCR Sign System Manual

4. Instructional: d. UCR Serials List Instructions

Instructions for Use - Sides 1 and 2

UCR SERIALS LIST - INSTRUCTIONS FOR USE

The UCR Serials List contains holdings and locations for all magazines, newspapers, and other serial publications contained to ALL the libraries at UCR.

All serials are listed alphabetically on the 13 microfiche (fiche is the French word for card). The first journal on each fiche is given in big letters across the top of the fiche. This is to give you an idea of which serials are listed there.

1. Select the fiche that covers the correct alphabetic range.
2. Load the fiche into the Reader (see instructions on machine).
3. Scan the fiche for your serial title.

Serials are listed alphabetically going DOWN the column.

Columns go alphabetically from left to right. When you locate the entry for your serial, it will look something like this:

Q101	GENL LIB/END IN STACKS	Science Teacher	
S30	UBS IN SERIALS SECT	↑ BND V. 17-19 (1950-52)	
↑	↑ READING ROOM SECT Q	↑ BND V. 25-27 (1953-54)	
		↑ UCR V. 49 (1982)	

Call No. Location Title UCR Holdings

BND = Bound - the older issues - shelved like books
 UBS = Unbound - the newer issues

If you don't find your serial on the list, there is still a chance that we have it. Check the card marked.

UCR Serials List - Special Problems

Special Problems - Sides 1 and 2

UCR SERIALS LIST - SPECIAL PROBLEMS

If you have looked in the UCR Serials list and have not found the serial you want, we may still have it. See if your serial title matches any of the examples below.

1. PROCEEDINGS, JOURNAL, BULLETIN, etc. are usually entered under the name of the organization that publishes them if their name appears in the title. For example, the Journal of the American Medical Association can be found under American Medical Association Journal.
2. UNIVERSITY in the title may be entered under UNIVERSITY OF or in inverted order with the place name first. For example - University of California Chronicle
Illinois University, Illinois Studies in Anthropology
3. JOURNAL OF in the title will be entered under JOURNAL OF

unless the title contains the name of the organization that publishes it. For example - Journal of Abnormal Psychology.

AN ABBREVIATION in the title may be found in either of two places -
 At the beginning of the alphabetic range of the first letter of the abbreviation. For example - U.S. News and World Report will be found at the beginning of the U entries.

It may be entered as if the abbreviation were a word. For example - NEA Journal is entered alphabetically after titles beginning with NEAT.

However, any serial title published by the government that begins with U.S. will be entered under UNITED STATES (spelled out).

Scale (all 4 above): One-half size

USE: To explain use of the UCR Serials List. Designed to accompany fiche. format may also be used with other microfiche sets (UCR Map Index, etc).

SIZE: 4" x 6"

TYPEFACE: Prestige Elite 12 pitch.

MATERIAL: Card stock, laminated.

COLOR: Black letters on yellow card stock.

PLACEMENT: Placed in the front pocket of the microfiche holder.

UCR Sign System Manual

4. Instructional: e. Microform Reader Instructions

INSTRUCTIONS FOR USE OF MICROFORM READER

1. Turn on reader (switch is in front, underneath)
2. Pull pointer slowly towards you until glass opens.
3. Take fiche from holder on side of reader, handling by the edges.
4. Place fiche under the top glass, face up, top towards you, to the right and back as far as it will go.
5. Push pointer slowly back (glass will close)
6. Focus with the knob on the right side of reader.
7. See diagram for explanation of the Serials List.
8. Please replace fiche in holder and turn off reader when you are finished.

Scale: One-half size

USE: To explain and illustrate use of various microform readers.

SIZE: 4"x 6"

MATERIAL: Card Stock.

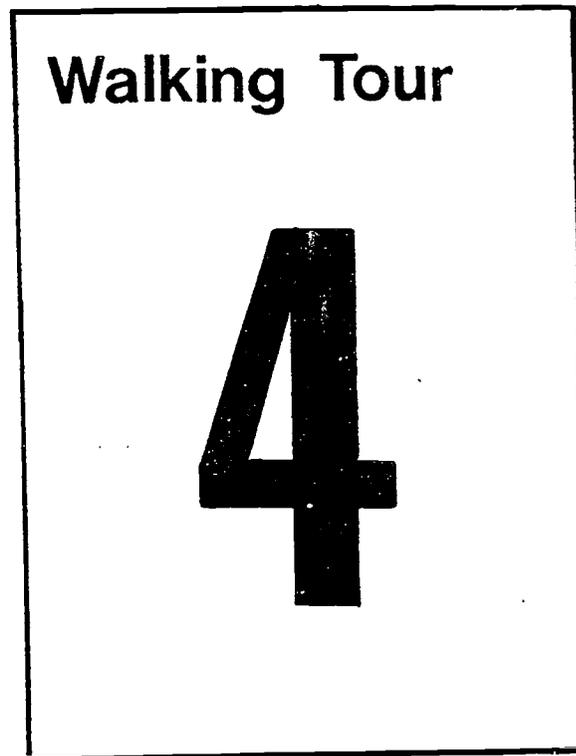
COLOR: Black letters on yellow card stock.

TYPEFACE: Prestige Elite 12 pitch.

PLACEMENT: Place in close proximity to the microfiche holder.

UCR Sign System Manual

4. Instructional: f. Walking Tour/Workbook Station Signs



Scale: One-third size

USE: For use in the Self-Paced Library Instruction workbooks and the General Library walking tour.

SIZE: 9"x12" - 6" number

MATERIAL: Embosograf, Laminated.

COLOR: Chocolate letters on buff board.

TYPEFACE: Upper and lower case 5/8" Embosograf Helvetica

PLACEMENT: On wall or pillar close to the site listed in the walking tour guide or workbook, 60" from the floor.

UCR Sign System Manual

5. Regulatory: a. No Smoking Signs



Scale: One-third size

USE: Placed in public areas where smoking is prohibited and where violations are a problem.

SIZE: 9" x 9" with symbol.

MATERIAL: Card stock and laminated.

COLOR: Black symbol on white board.

PLACEMENT: Mount on flat surface 60" from floor, or hang 80" from floor.

UCR Sign System Manual

5. Regulatory: b. Smoking Area Signs



Scale: One-quarter size

USE: Placed in public areas where smoking is allowed.

SIZE: 8-1/2" x 8-1/2" with 1" letters.

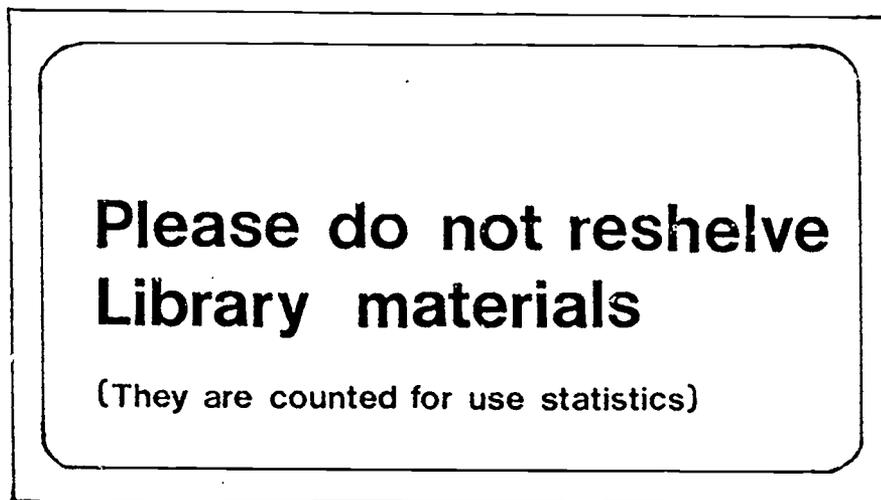
MATERIAL: Embosograf, laminated.

COLOR: Chocolate letters on buff board.

PLACEMENT: Hung from ceiling 80" from floor or placed 60" from floor on wall.

UCR Sign System Manual

5. Regulatory: c. Signs in Stack Areas



Scale: Two-thirds size

USE: Placed in public areas, especially in book stacks, to communicate regulatory messages such as "Do not reshelve books."

SIZE: 9" x 12" with 1/2" letters printed two up (Type A).
9" x 12" with 1" letters (Type B).

MATERIAL: Printed on cover stock, laminated.

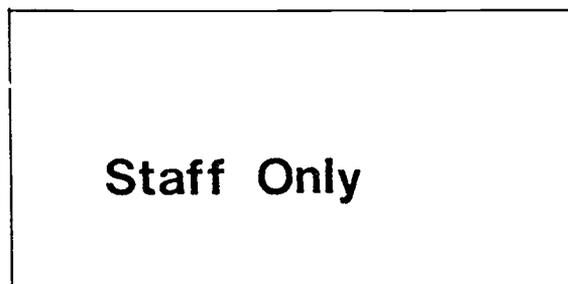
COLOR: Chocolate letters on buff stock.

TYPEFACE: Souvenir

PLACEMENT: Type A -- on shelves (folded into tent).
Type B -- on end panels of stacks, 60" from floor.
As needed, but no more than every 4th range.

UCR Sign System Manual

5. Regulatory: d. Miscellaneous



Scale: One-third size

USE: Placed in public areas to communicate regulatory messages such as "Staff Only."

SIZE: 6" x 9" with 5/8" or 1" letters, depending on the number of letters.

MATERIAL: Embosograf, laminated.

COLOR: Chocolate letters on buff board.

PLACEMENT: 60" from floor on doors or walls.

UCR Sign System Manual

5. Regulatory: e. Copyright Notice

NOTE: THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

Type A

Scale: One-third size

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP, OR RESEARCH". IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE", THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

Type B

Scale: One-third size

USE: Type A - displayed on all photocopying machines in public area.
Type B - displayed at service points that provide photocopies.

SIZE: Type A - 4" x 6", letters typed with Orator 10 pitch.
Type B - 4" x 6" x 11", letters typed with Orator 10 pitch.

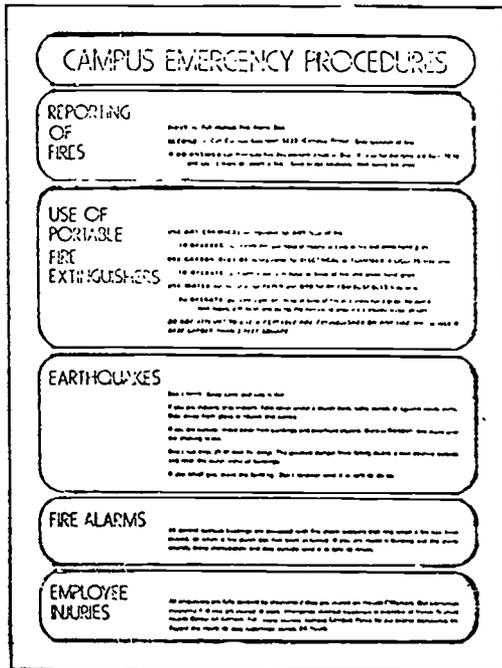
MATERIAL: Type A - Typed on card stock, laminated to surface.
Type B - Typed on card stock.

COLOR: Type A - Black letters on white paper.
Type B - Black letters on white paper.

PLACEMENT: Type A - Next to (or on, if possible) glass of copier.
Type B - Counter holder, wall mounted 60" from floor, or incorporated with instruction sign (size can be reduced).

UCR Sign System Manual

5. Regulatory: f. Emergency Signs



Type A

Scale: One-third size



Type B

Scale: One-third size

USE: Type A - Emergency procedures posted near elevator, stairwells, fire alarms, and fire extinguishers.
 Type B - Emergency Exit posted on exit doors that do not already have an emergency exit notice as part of the door.

SIZE: Type A - 8 1/2" x 10 "
 Type B - 9" x 12" with 1" letters.

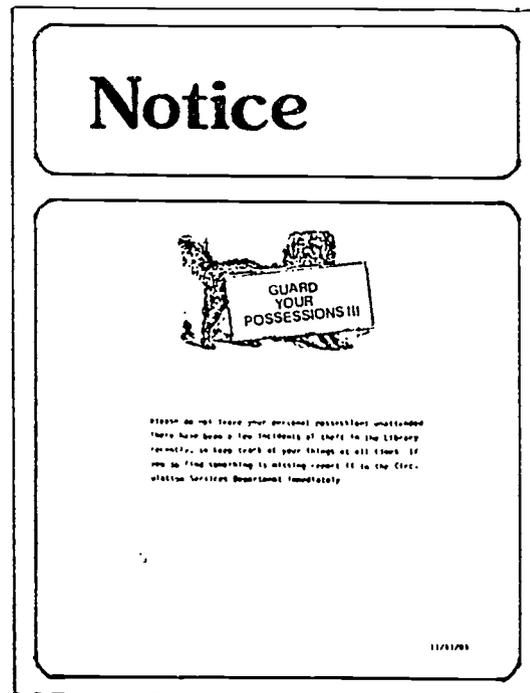
MATERIAL: Type A - Poster from Health and Safety Office, laminated.
 Type B - Embosograf, laminated.

COLOR: White letters on red board.

PLACEMENT: Type A - on walls 60" from floor; Type B - on doors, 60" from floor.

UCR Sign System Manual

6. Current Awareness



Scale: One-third size

USE: Posted on directory panels, on bulletin boards, or elsewhere as needed to inform users of special conditions, events, etc., such as Holiday Hours, Changes, Extended Hours, Exhibits, Special Events, Tours.

SIZE: 8 1/2" x 11"

TYPEFACE: (Headline) black Souvenir, upper and lower case, 72 point (3/4"). (Text) Orator 10 pitch or Letter Gothic typewriter element.

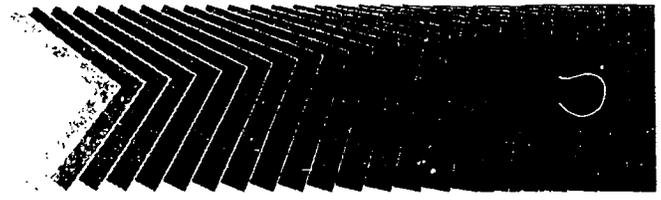
COLOR: Varies.

MATERIAL: 20 lb. paper.

PLACEMENT: On tack surfaces of directory panels and other locations as necessary.

NOTE: Signs will be dated in lower right corner with date after which they should be removed.

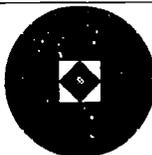
SPECIAL



S Y S T E M S A N D P R O C E D U R E S E X C H A N G E C E N T E R

GUIDELINES & INSTRUCTIONS

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

Permanent Public Sign Policy

Definition: A permanent sign is a sign that will be displayed six months or longer.

- 1) Any library staff member can suggest that a permanent sign be created. They should provide the Library Use Committee with the following information:
 - Whether the sign is directional, locational or informational in content
 - The proposed location
 - Suggested content of the sign
- 2) The Library Use Committee will evaluate all requests taking into consideration the following issues and criteria:
 - Will the sign facilitate the use of the building
 - What signs are already in or near that location
 - Will the placement of the sign result in clutter or information overload
 - Is it advisable to replace an old sign or to combine old content with new to create a new sign
- 3) All permanent signs will be uniform in design, typeface, and quality with other permanent signs in the building. These standards are approved by the Dean of Library Services
- 4) All signs in the building will be inspected in the late spring by a member of the Library Use Committee to identify possible damage, vandalism, or theft of signage; to ensure the continued accuracy of the library's signage and to evaluate the need for new signs.
- 5) All exceptions to the permanent sign policy must be authorized by the Library Use Committee and/or the Assistant Director of Public Services.

Library Use Committee
February 1993

TEMPORARY PUBLIC SIGN POLICY

On occasion, the Library has a need to advertise special events, new services, special desk/office hours, etc., with a temporary sign. In general, the format, editorial style, colors used, etc. should conform with the general policies regarding permanent signs. It is important to remove a temporary sign as soon as possible after it is no longer necessary to post the information.

Individual Library staff are responsible for production, placement and removal of signs. For assistance in sign production, contact the Graphics Technician, 105 Parks Library. If a tripod is necessary, contact the Supervisor of Plant Services, 123A Parks Library

Parks Library Front Entrance and Other Public Areas

Temporary signs may be displayed for a limited time period, usually up to one week. To increase each sign's effectiveness and to avoid visual clutter, normally only one sign will be displayed at a time in a specific public area. Library staff members should contact the Program Assistant, Public Services Office, 102B Parks Library, to arrange the time period. A tripod is available at the main entrance. If a different tripod is necessary, contact the Supervisor of Plan Services, 123A Parks Library.

The Library "No Food or Beverage" sign is displayed at the main entrance whenever there are no other temporary signs.

Public Desks, Offices and Branch Facilities

The individual public services unit is responsible for deciding when a temporary sign is needed in their unit. The most commonly used temporary sign states temporary changes in desk, office or facility hours. In general, a temporary hours sign should follow the format and style of the unit's regular hours sign.

*Library Use Committee
April 16, 1993*

Signage

Graphics is primarily responsible for all signage in public areas of Library locations. It is important that a professional and clear message is directed at the user. A designated person in each Branch or Division should be assigned to liaise with Graphics regarding signage needs. If you have staff producing temporary signage in your location, it is the Branch or Division's responsibility to inform Graphics of signage needs, if signs are to be posted for more than a few days. Complete a **Signage Request Form** and forward it to Graphics.

For **staff areas** needing signage, we have time only for quick freehand signs, or you may produce signs yourself, if appropriate.

Planning on getting new equipment or planning a new service? Complete a **Signage Request Form** and forward it to Graphics, Main Library. Note that if you are planning a major revision of signage in your location, or scheduling a demonstration or event, we'd like to be involved before you start. Also be aware that because of the volume of requests, the months from July until September are a very busy period.

Need something **RUSH** or in an emergency, such as new equipment or thefts? Graphics can quickly produce **temporary** signage until permanent signage is done. Send an online message to Graphics, or give us a call. If you have the equipment to produce temporary signs yourself, and you do so, Graphics should be informed so that permanent signage can be made.

Graphics will also send out semi-annual signage requests in April and October, so that you can address changes in your Library or Division.

DRAFT

SIGNAGE REQUEST FORM (for Public Services areas only)

Note: If you are planning major signage revisions, please discuss in advance with Graphics Dept., Main Library

Requested by: _____ Date submitted: _____

Phone no.: _____ Needed by: _____

Type of signage required: New Permanent
 Revised Temporary
 Duplicate (xerox sample, if possible)

Location of signage: _____
(library /branch /division) (specific location)

SPECIFICATIONS

Suggested wording/content:

Quantity required: _____ Dimensions of sign: _____ Colour of wall/background: _____

OFFICE USE ONLY

Sign Colour: _____ Typeface, size & colour: _____

PRIORITY CLASSIFICATION:

- REGULAR:** 4-6 week turnaround (may be somewhat longer during July - Sept due to high volume of requests)
- RUSH:** 3-7 day turnaround (eg, class announcements, signage for new equipment & emergencies)
- SUPER RUSH:** 1-day turnaround

Note: For EMERGENCY requests, please send an online message to Graphics.

Please send your completed SIGNAGE REQUEST FORM to:

Graphics,
Main Library

Date Received

LIBRARY/DIVISION	CONTACT PERSON / PHONE NO.	DATE REC'D	JOB NO.
		DATE NEEDED	

TEXT/DIMENSIONS

LETTERING				SIGNBOARD			
TYPEFACE	SIZE	CASE	COLOUR	MEDIUM	COLOUR	WEIGHT (ply)	
				CARD <input type="checkbox"/>			
				COROPLAST <input type="checkbox"/>			
				PAPER <input type="checkbox"/>			
				FOAMCORE <input type="checkbox"/>			
				OTHER _____			
PLOTTER <input type="checkbox"/>		EPSI RATIO _____		TAPE	465 <input type="checkbox"/>	950 <input type="checkbox"/>	OTHER _____
COMPUTER (PAPER) <input type="checkbox"/>		Final type size?					
SHOWCARD <input type="checkbox"/>		Final EPSI ratio?					
HAND <input type="checkbox"/>							

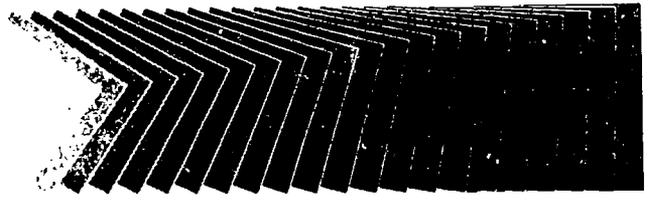
METHOD

COMMENTS	SIGNOFF			
	who by	date done	method (H,C,X,S)	time spent
			TOTAL	

118



SPEX



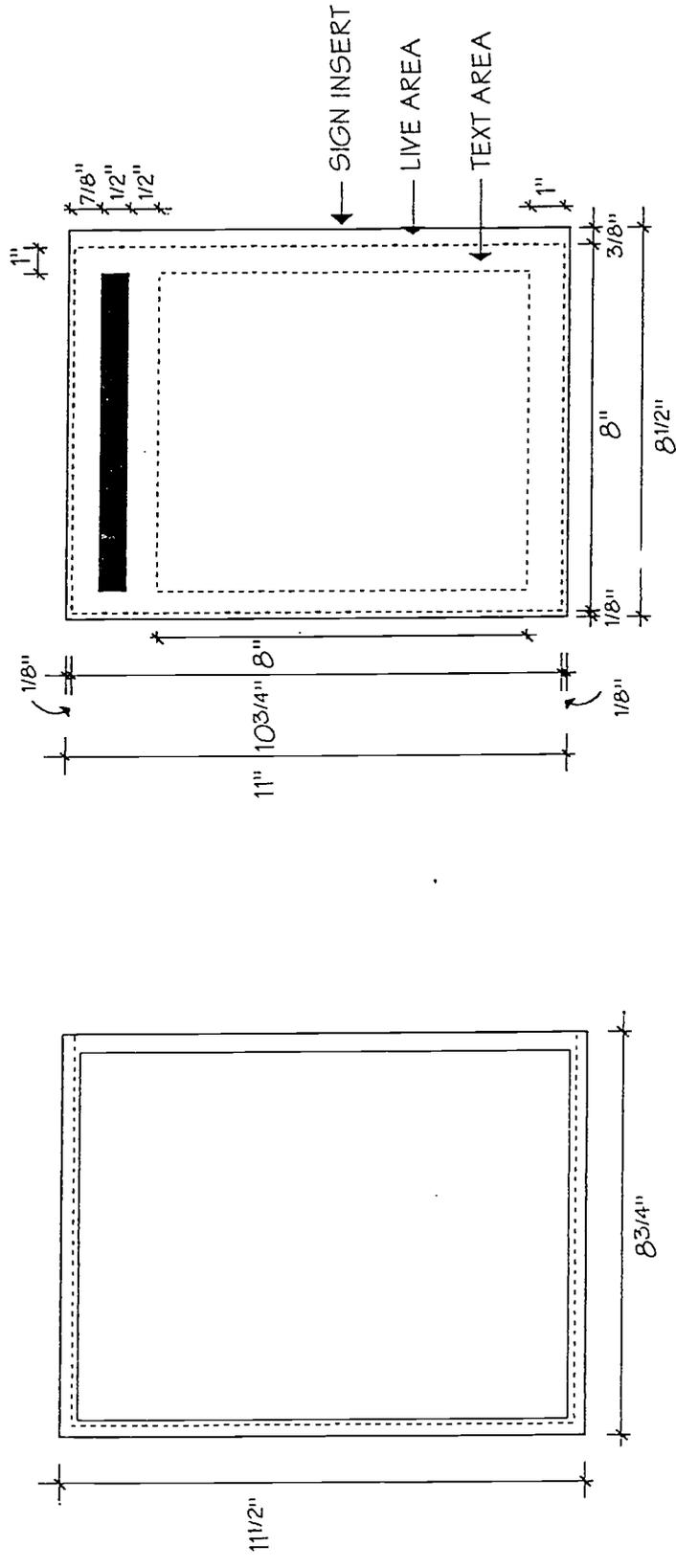
SYSTEMS AND PROCEDURES EXCHANGE CENTER

SPECIFICATIONS

ASSOCIATION OF RESEARCH LIBRARIES

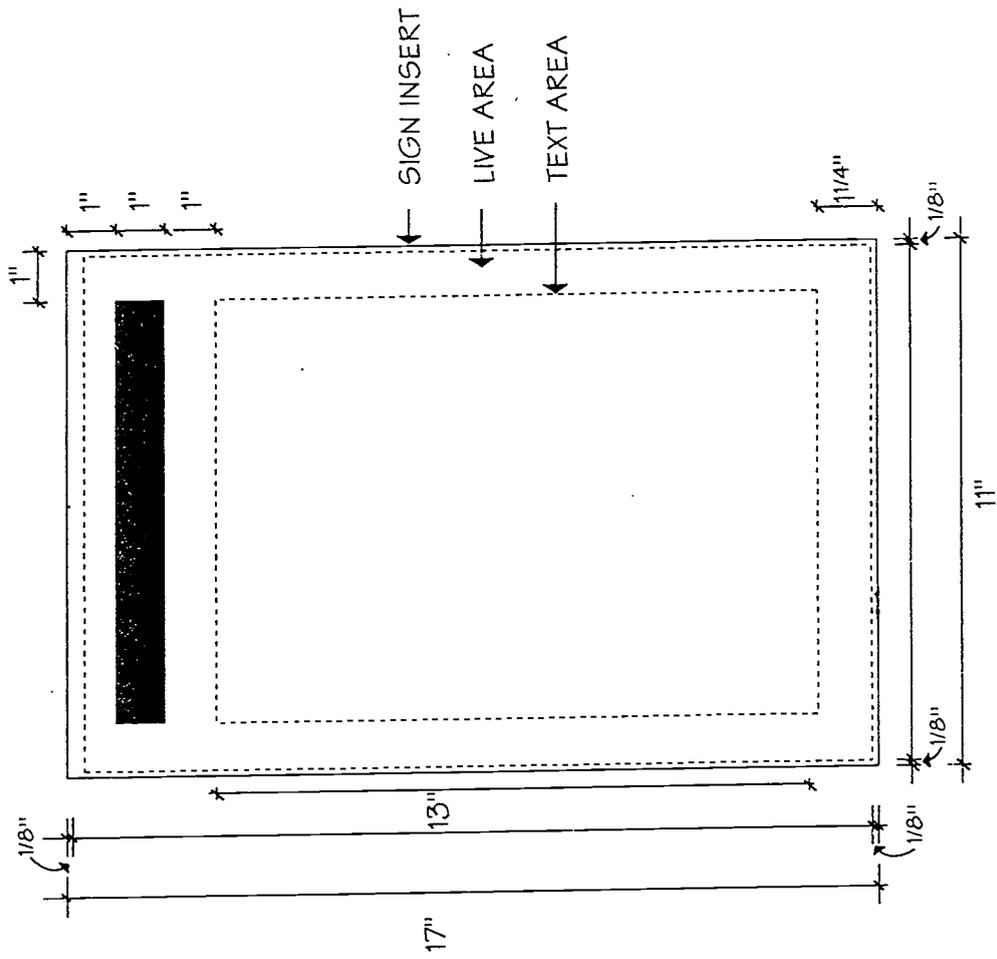


OFFICE OF MANAGEMENT SERVICES

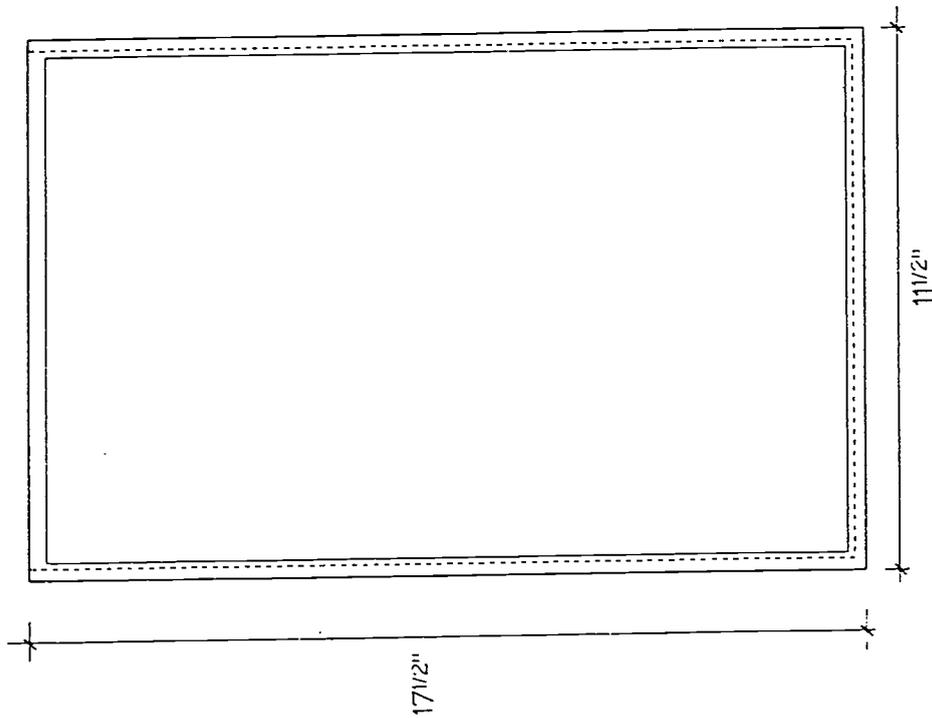


121

121



123



122

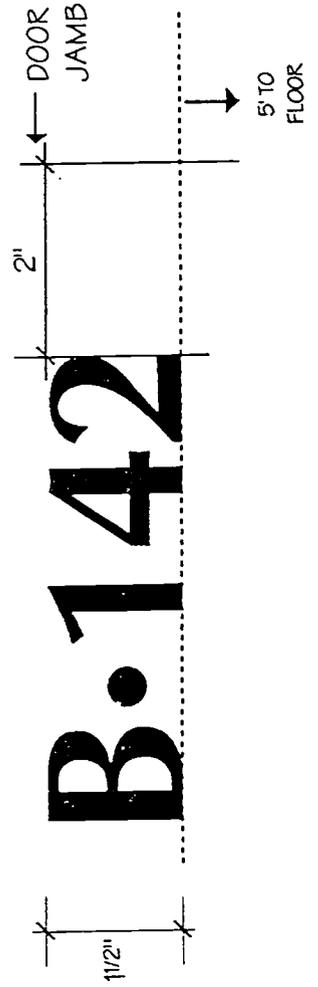
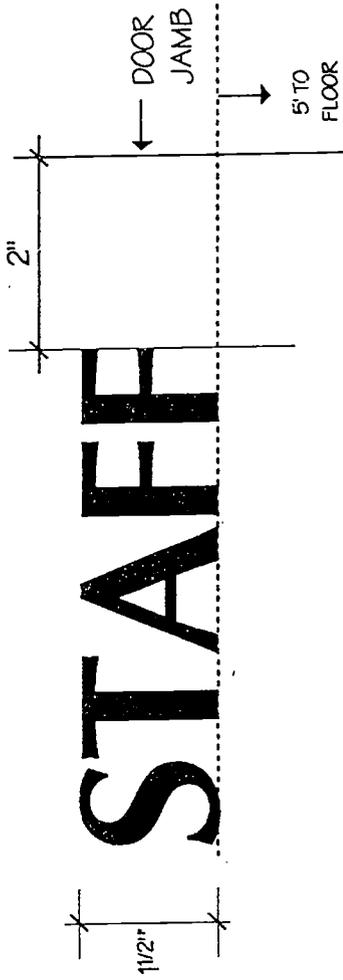
122

WHITE VINYL GRAPHICS
SURFACE APPLIED

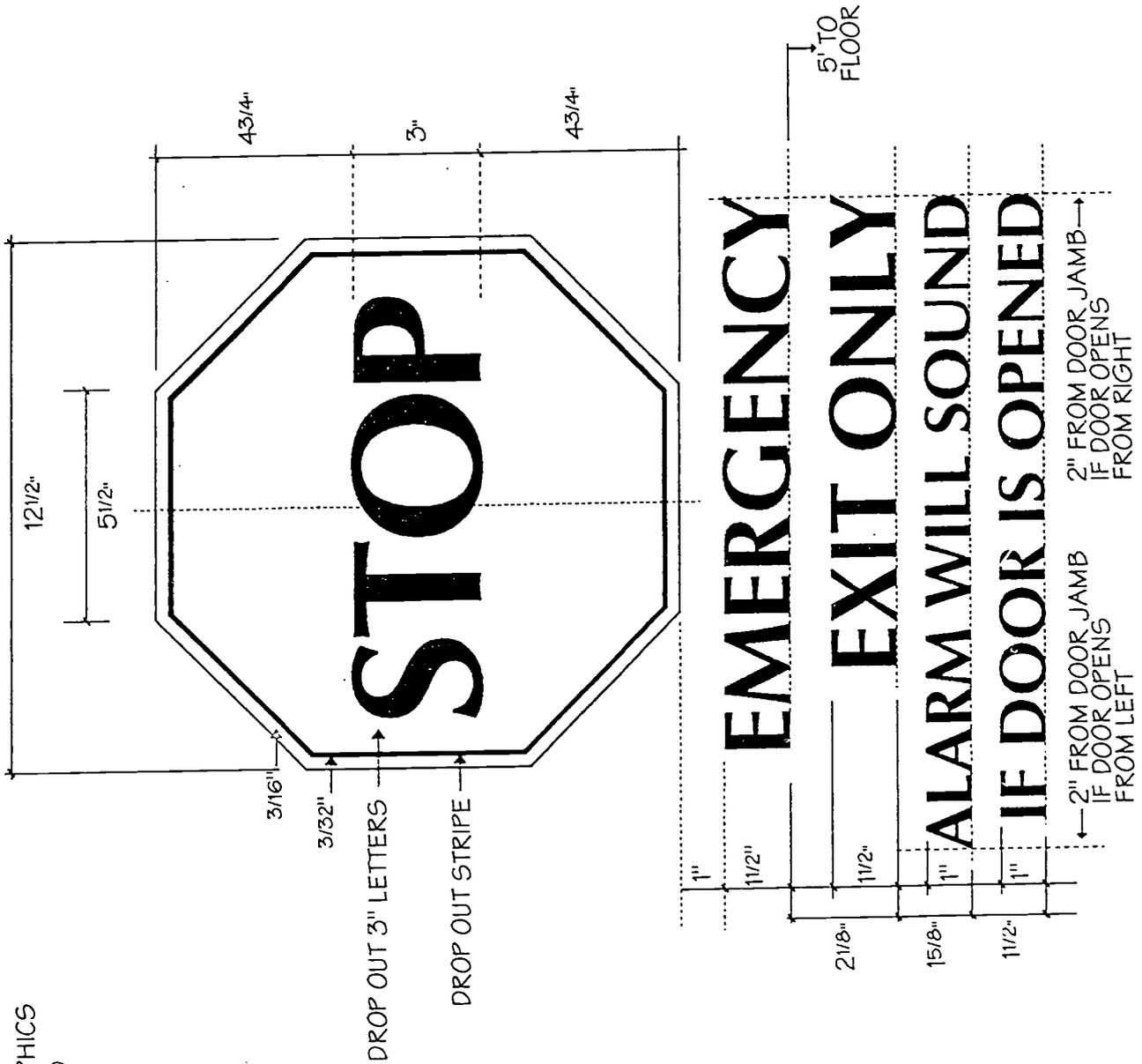


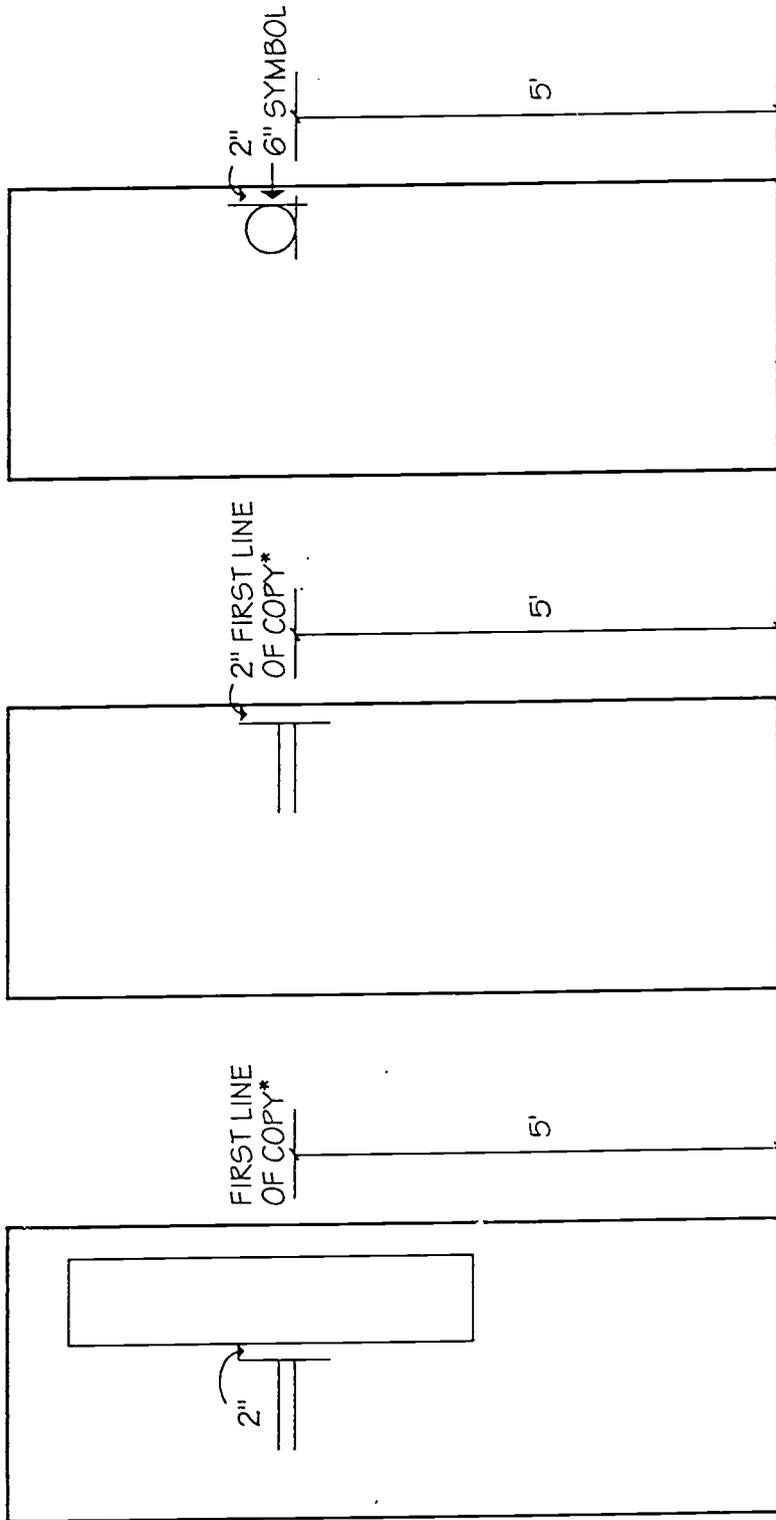
124

125



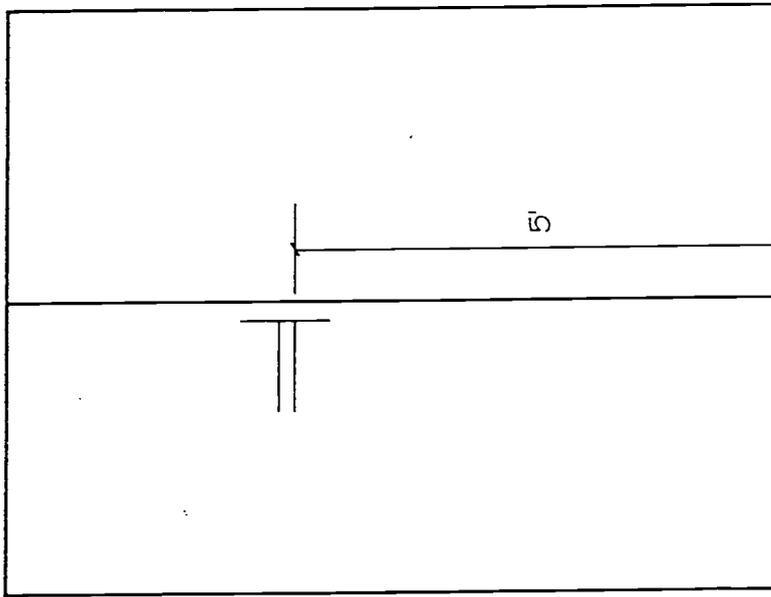
WHITE VINYL GRAPHICS
SURFACE APPLIED





FIRST LINE OF COPY BEGINS 5' FROM FLOOR AND 2" FROM JAMB.
IF MORE THAN ONE LINE OF COPY, REFER TO LAYOUTS ON FOLLOWING PAGES.

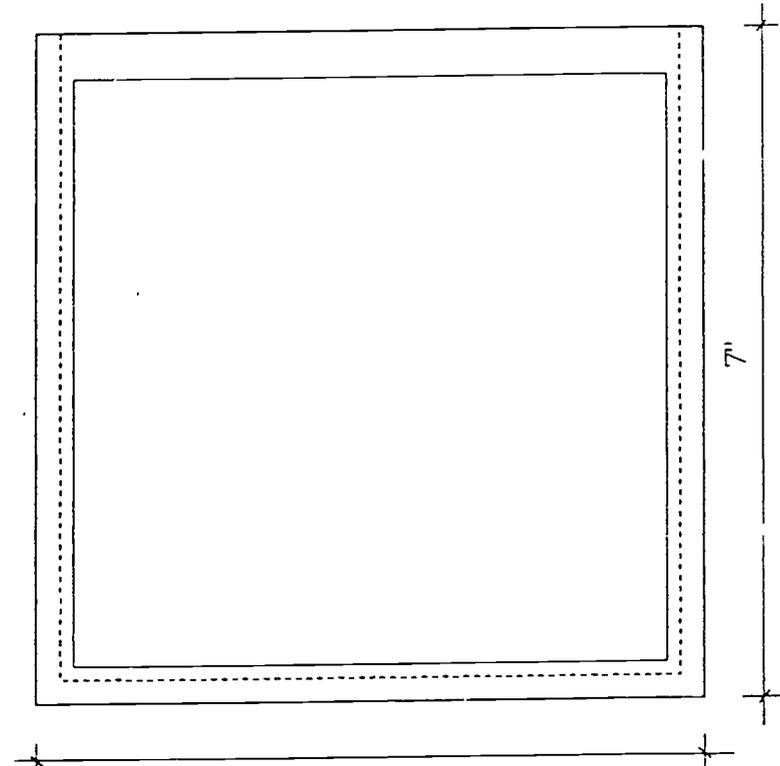
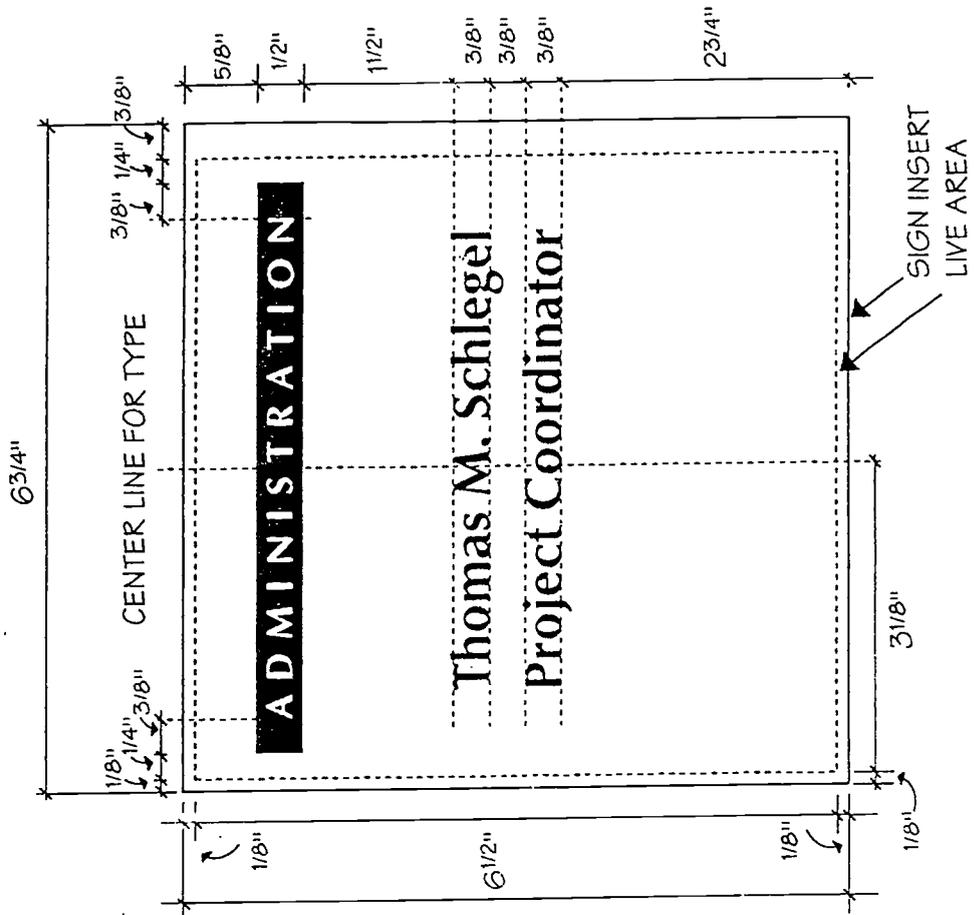
* NOTE: SIGN WILL BE POSITIONED ON THE EDGE WHERE DOOR KNOB IS LOCATED.
IF DOOR KNOB TO RIGHT-COPY TO RIGHT; AND IF DOOR KNOB TO LEFT-COPY TO LEFT.

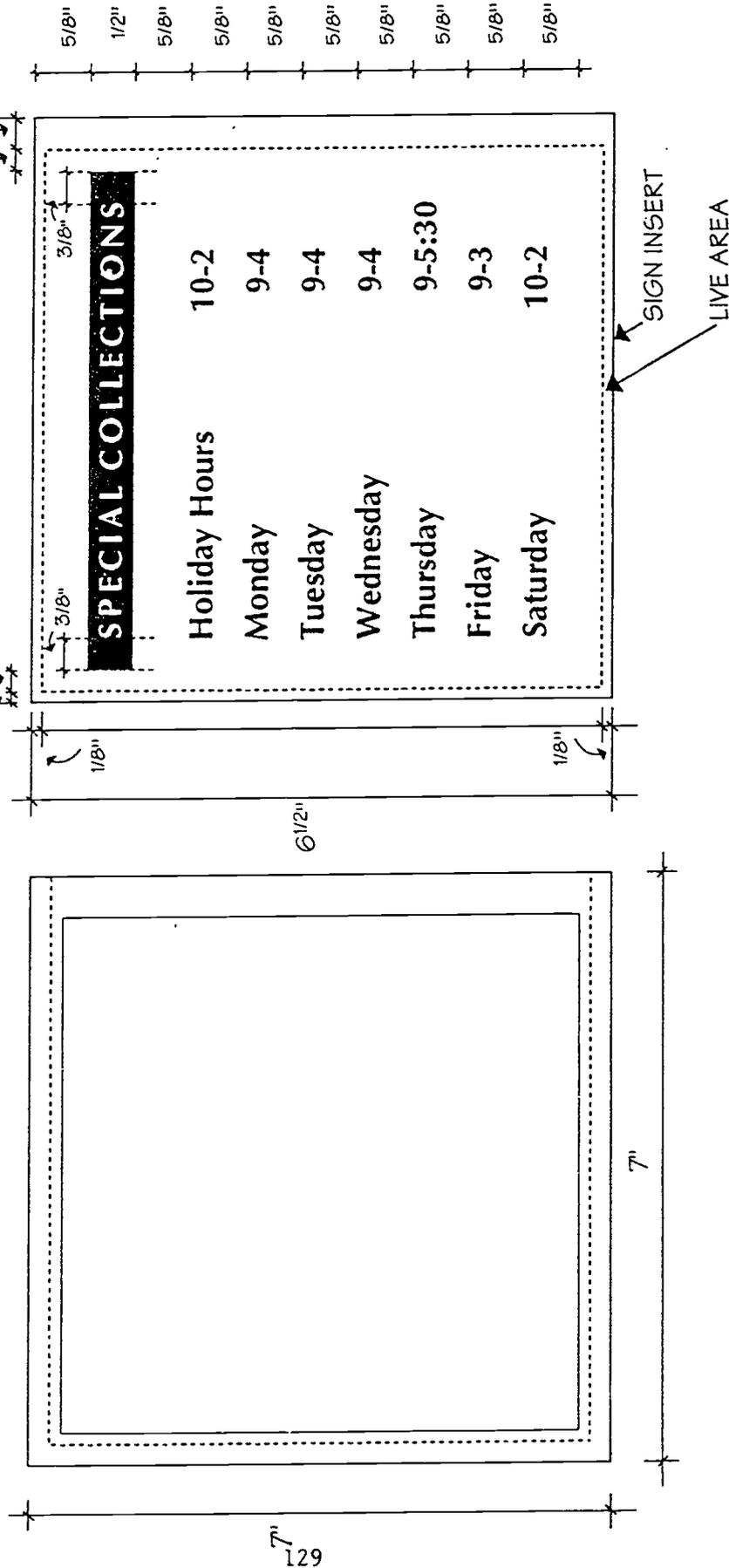


FIRST LINE OF COPY BEGINS 5' FROM FLOOR AND
2" FROM CENTER OF DOORS

182

188

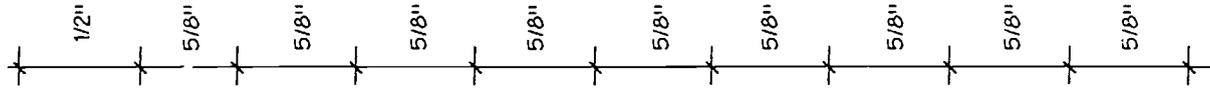




129

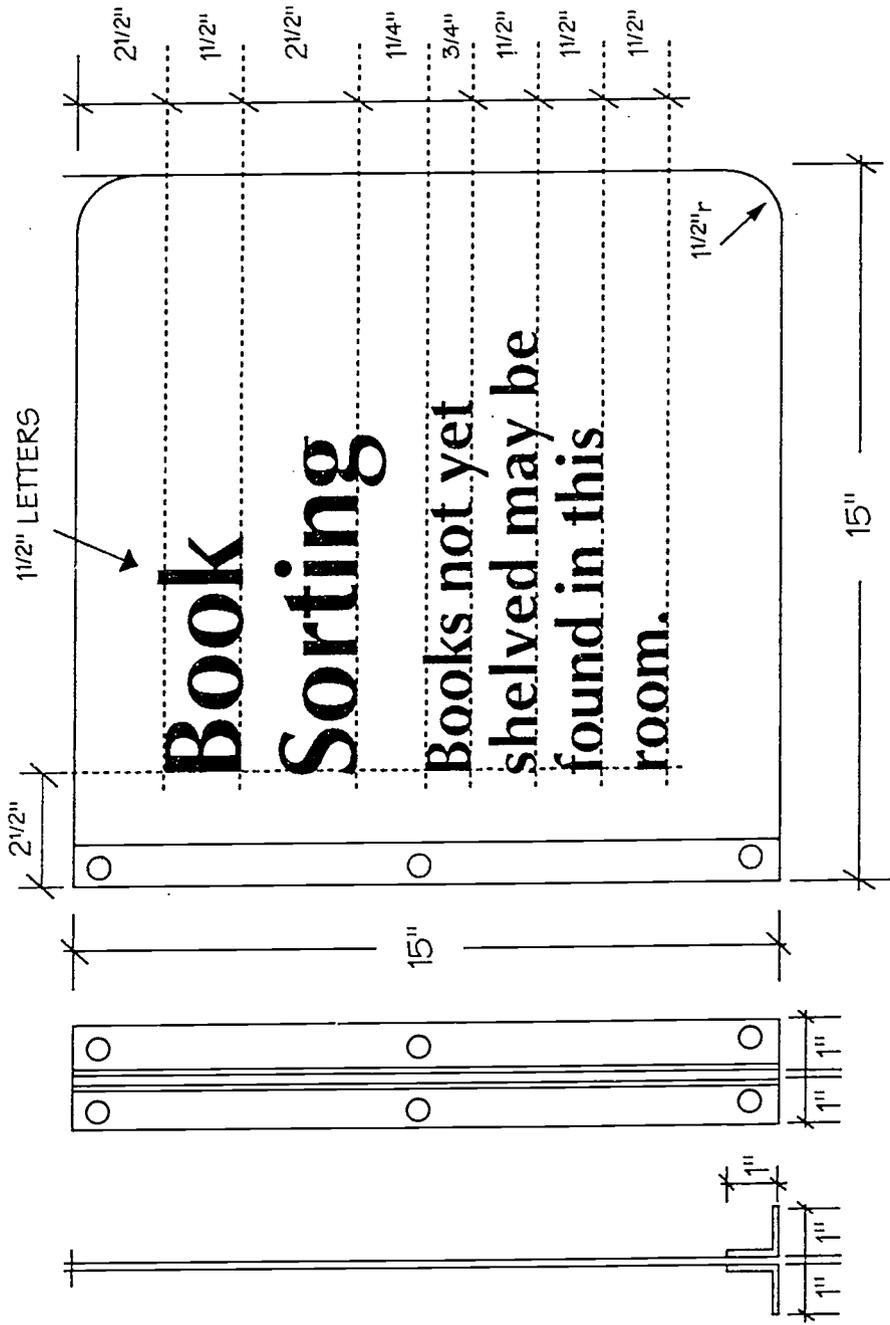
136

137



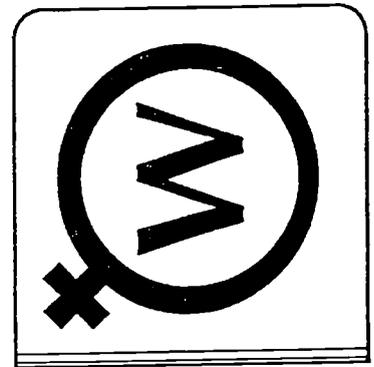
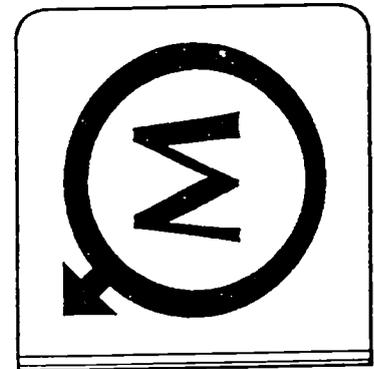
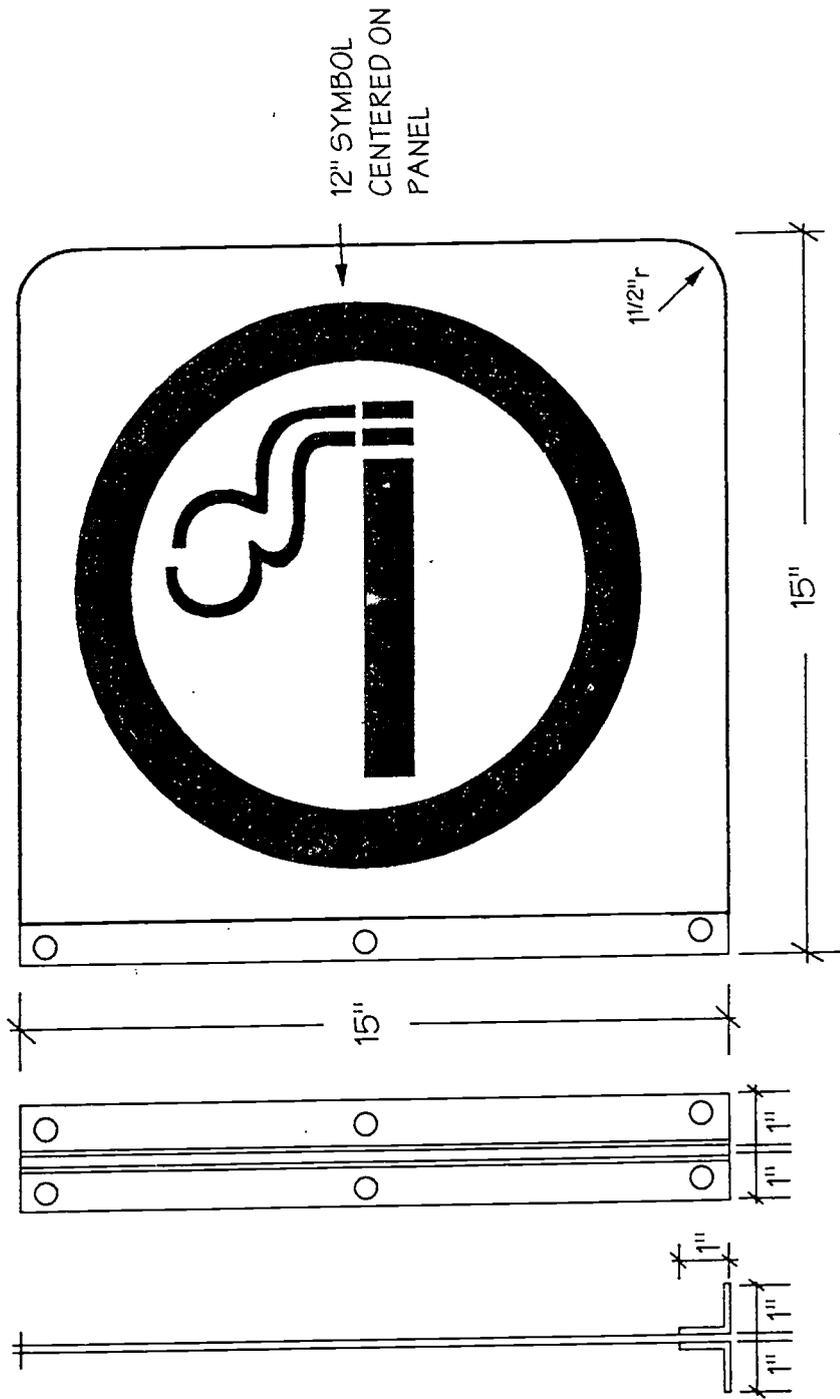
SPECIAL COLLECTIONS			
Holiday Hours		10-2	
Monday		9-4	
Tuesday		9-4	
Wednesday		9-4	
Thursday		9-5:30	
Friday		9-3	
Saturday		10-2	

WHITE GRAPHICS
ON PAINTED
METAL SURFACE

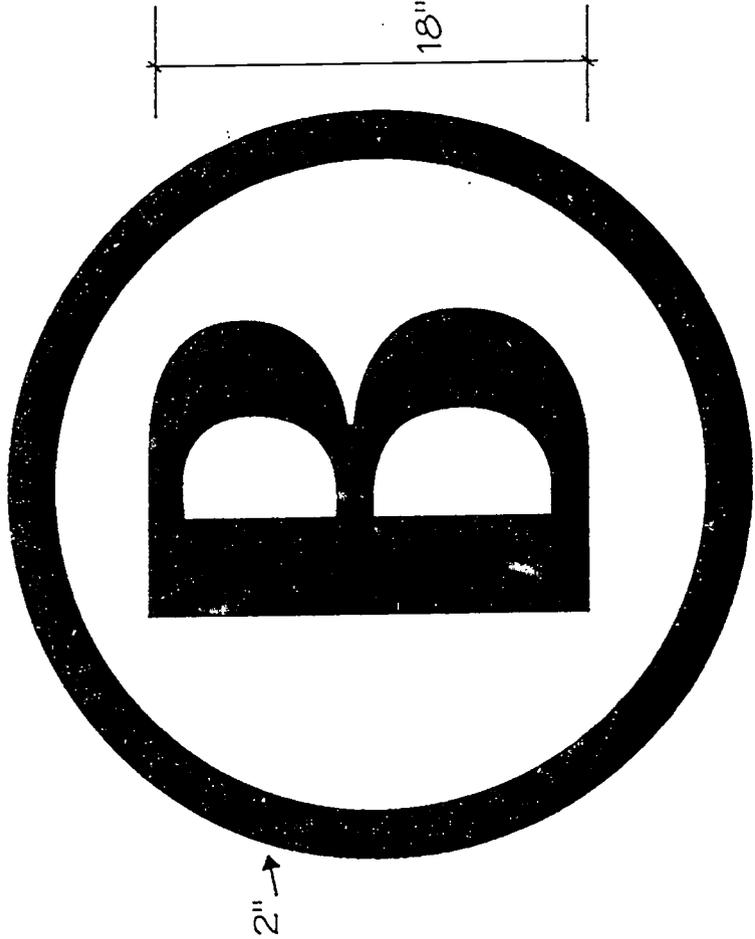


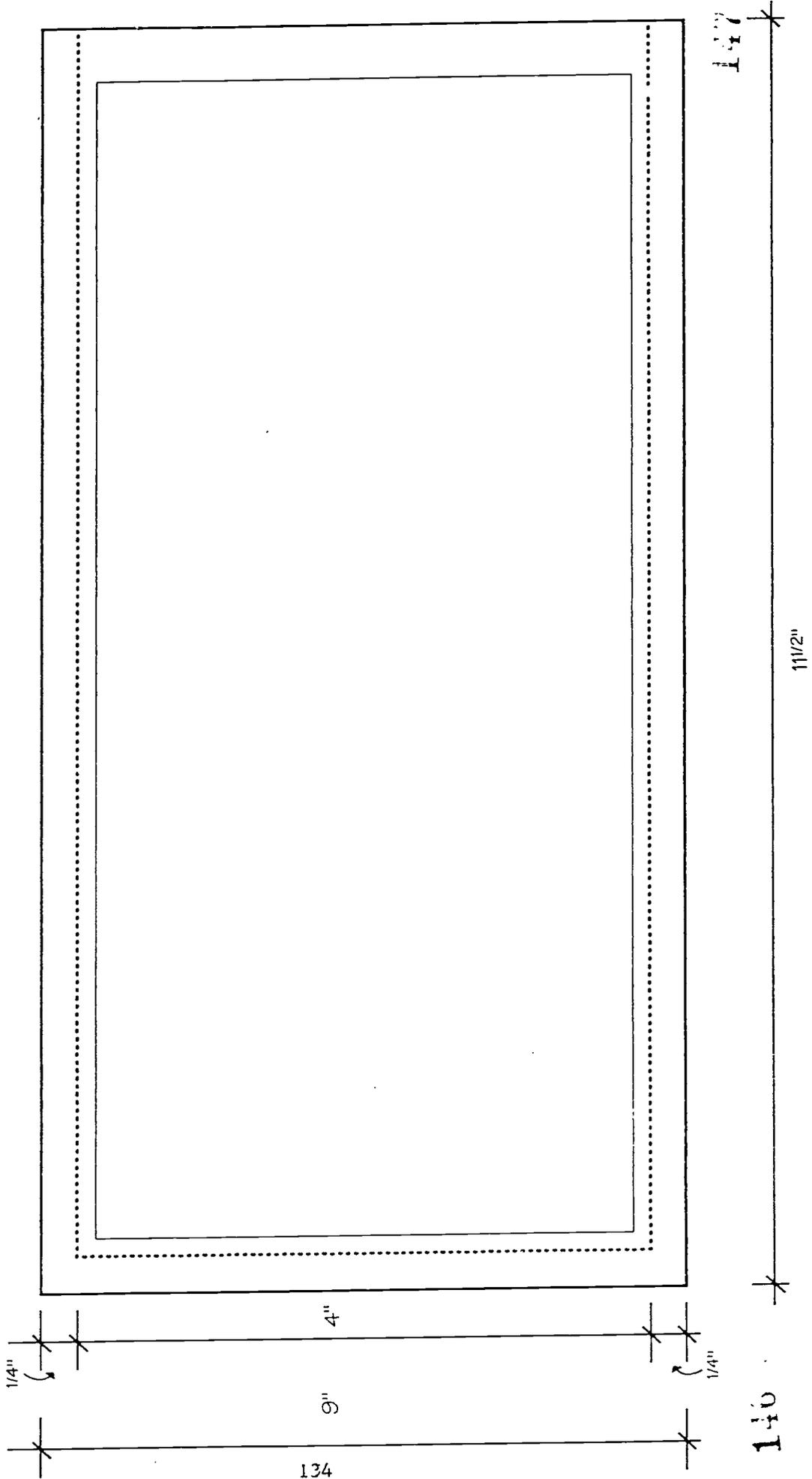
*NOTE - IF ONLY ONE LINE OF 1 1/2" LETTERS IS USED, THE FIRST LINE BEGINS THE SAME AS ABOVE AND THE 3/4" LETTERS SHOULD CONTINUE STARTING 2" BELOW THAT LINE WITH SAME LINE SPACING FOLLOWING - AS IS SHOWN ABOVE.

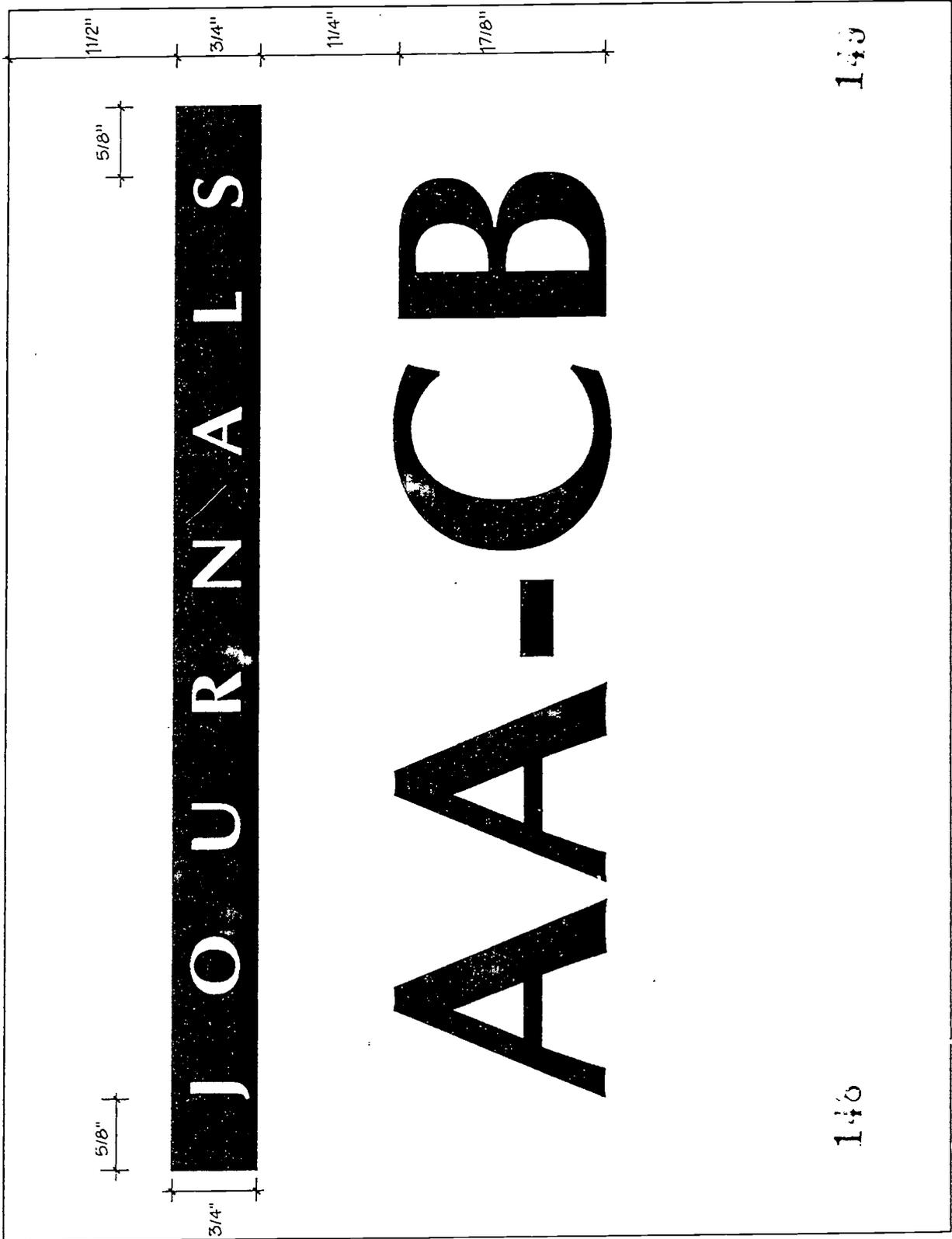
WHITE GRAPHICS ON
PAINTED METAL SURFACE



18" LETTER ENCLOSED BY 2" BAND
SILKSCREENED ON REVERSE SIDE OF
3" DIAMETER CLEAR ACRYLIC CIRCLE, 1/8" THICK
COPY IS WHITE, BACKGROUND COLORS AS FOLLOWS:
BASEMENT = GREEN; PLAZA = GREY; FIRST FLOOR = BROWN
SECOND FLOOR = ORANGE; THIRD FLOOR = BLUE; FOURTH FLOOR = RED









S U B J E C T

001 - 081

Ak13a

M337e

M U S I C

M

3

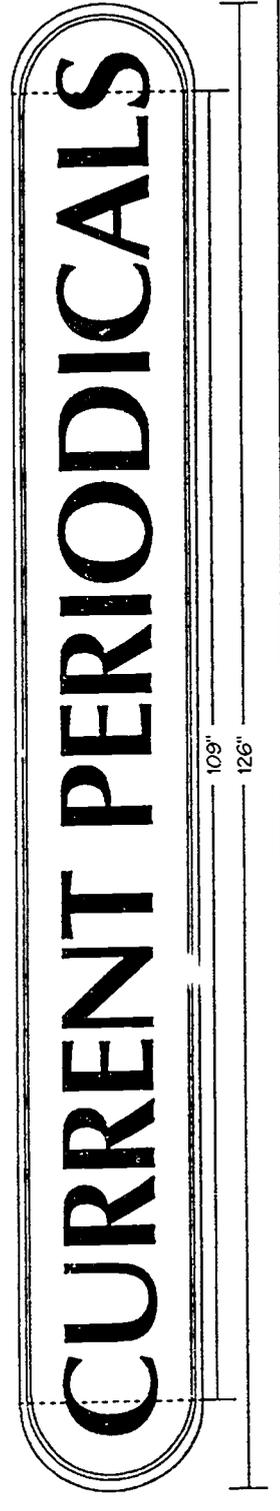
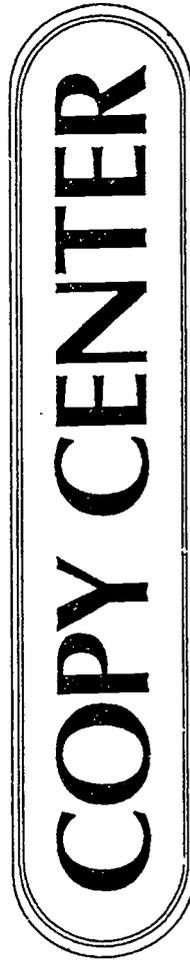
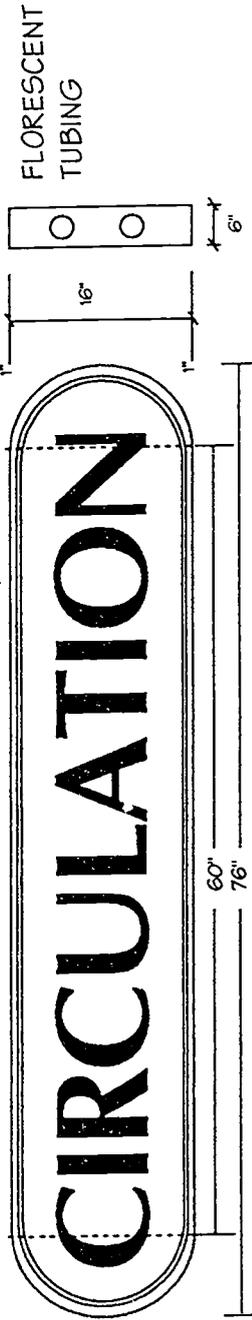
D93

-

M

217

W65



FLORESCENT
TUBING



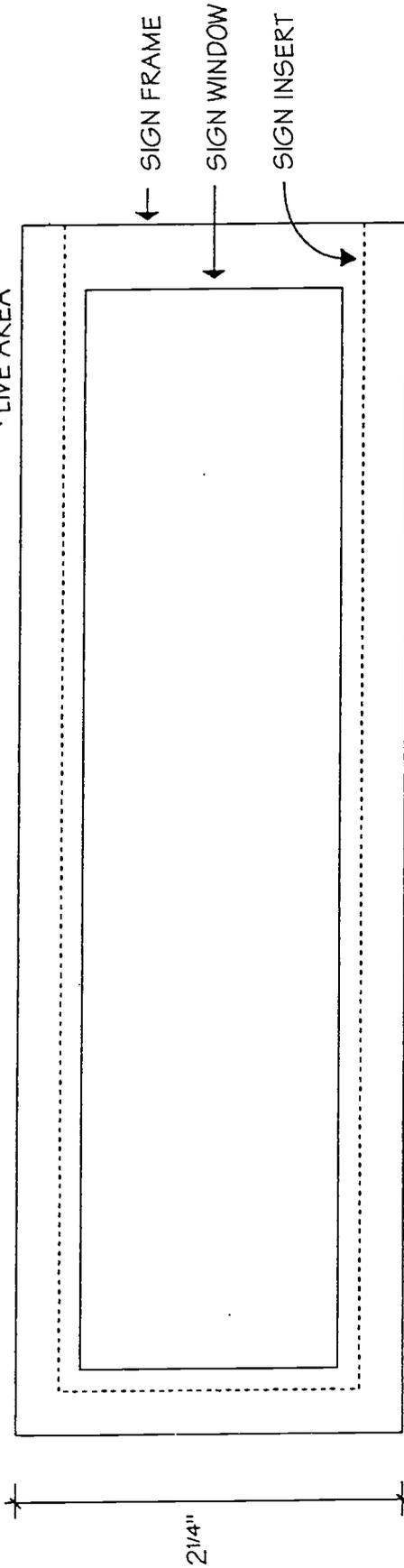
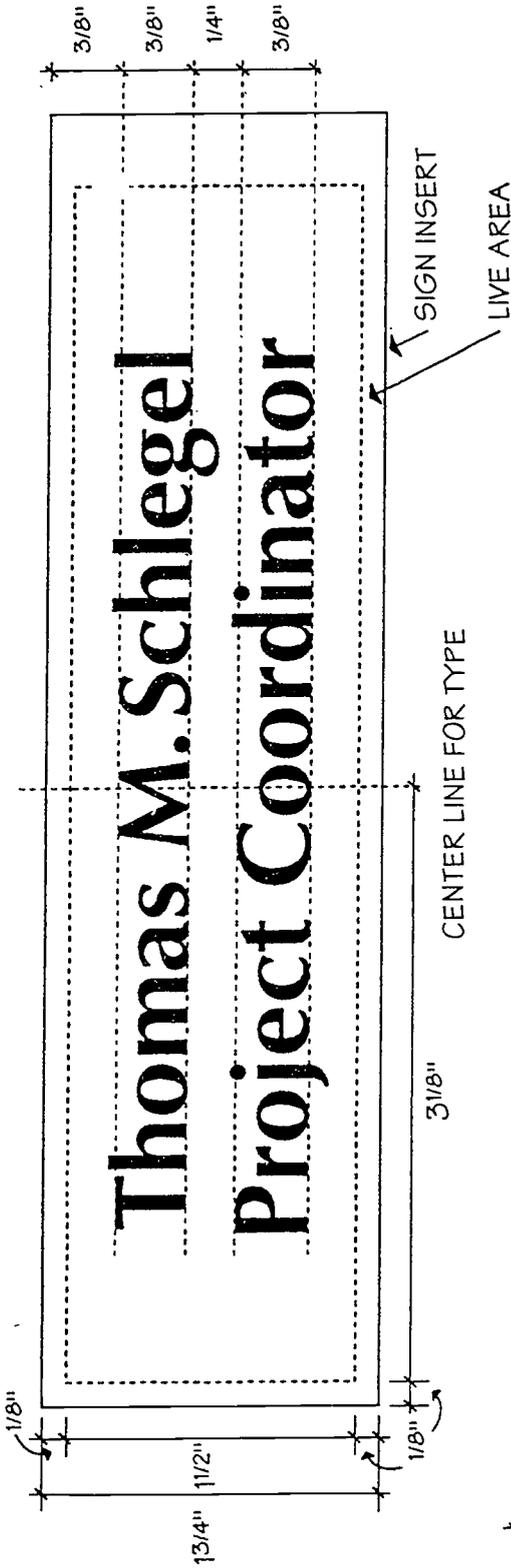
16"

6"

1/2" WIDE LINE
DROP OUT

ANODIZED ALUMINUM BOX
FROSTED TRANSPARENT
WHITE FACE
COPY DROP-OUT OF
BROWN PAINTED BACKGROUND

SIDES AND BACK OF BOX DURANOTIC FINISH
.080 METAL



139

7"



156

DESK TOP MOUNT

FABRIC/VELCRO MOUNT

PIN MOUNT

PARTITION CLIP MOUNT

157

University of Illinois at Urbana-Champaign

Section 10440: IDENTIFYING DEVICES

PART 1 - GENERAL

1.01 WORK INCLUDED

- A. Furnish all labor, equipment and services necessary to provide identifying devices in accordance with the Contract Drawings and Specifications to include Interior Sign Panels and Frames for Room Identification and Direction throughout the building.

1.02 SITE INSPECTION

- A. This contractor shall visit the site and become thoroughly familiar with all existing conditions. Refer to Specification Section 00200 - General Instructions to Bidders for site examination requirements and procedures.

1.03 RELATED WORK SPECIFIED ELSEWHERE

- A. Division 0: Bidding and Contract Requirements, including the General Conditions of the Contract
- B. Division 1: General Requirements
- C. Specification Sections from Bid Group Three work:
1. Section 08100: Hollow Metal Doors and Frames
 2. Section 08200: Wood Doors
 3. Section 09200: Lathing and Plastering
 4. Section 09250: Gypsum Wallboard
 5. Section 09310: Ceramic Tile
 6. Section 09900: Painting and Finishing

1.04 QUALITY ASSURANCE

- A. Requirements of Regulatory Agencies: Install sign panels in accordance with the governing building codes and ordinances, including but not limited to the Americans With Disabilities Act (ADA), Accessibility Guidelines (ADAAG) for Building and Facilities (Section 4.30 - July, 1991), Illinois Accessibility Code (May 1, 1988), HEW and ANSI A117.1 - 1986 Section 4.28 with reference to interior identification (signage).
- B. It is the responsibility of the Sign Contractor to incorporate any and all revised and/or additional ADA/ADAAG/ANSI/Illinois regulations that are enacted and/or in effect at the time of manufacturing. Additional manufacturing costs will be subject to proof and written change order request submitted to owner/administrator.

- C. All components will be guaranteed against faulty materials and/or workmanship for a minimum period of one (1) year after date of acceptance (unless longer guarantee is specified for the individual item). Any and all work which gives evidence of defect within the guarantee period shall be replaced or satisfactorily repaired, without additional cost to the owner, as part of this contract.
- D. Uniformity of Manufacturer: Products of a single manufacturer will be provided for each sign system.
- E. All work performed within this section, including fabrication and installation, will be by a firm with a minimum of five (5) years experience in the architectural sign industry, and, specifically, in the manufacture of architectural identification with Raised Letters, Numbers and Braille. Vendor to submit at the time of bidding three (3) letters of reference from academic institutions or libraries for which similar projects were completed.

1.05 SUBMITTALS

- A. Shop Drawings: Submit shop drawings for fabrication and installation of each sign type specified. Include plans, elevations and lettering layout details, fasteners and anchoring devices.
- B. Product Data: Submit manufacturer's technical information, specific product identification and installation instructions for each sign type.
- C. Samples: Material and color samples to be furnished to illustrate finish, texture and compliance with the specifications. Upon request, actual samples shall be provided; and, upon approval, will be accepted as part of the total project.
- D. Fabrication will not begin until all submittals have been approved by the Owner/Administrator/Architect in writing.

1.06 PRODUCT DELIVERY

- A. Deliver signs, frames and all components in a timely manner for installation without causing delay. Components to be stored in a manner to prevent damage to the contents.
- B. Any damage to the signs and accessories, prior to acceptance and not a result of vandalism, will be cause for their rejection, requiring replacement at no additional cost to the Owner.

PART 2 - PRODUCTS

2.01 GRAPHIC PROCESS

- A. Permanent identification
 - 1. Letters, numbers and symbols to be permanently bonded and raised a minimum of 1/32" to a maximum of 1/8" from the smooth background.
 - 2. Grade 2 Braille characters to appear in accordance with Accessibility Regulation, with reference to position, size and configuration. Characters to have smooth edges, as opposed to edges that are sharp.

3. Acceptable graphic processes listed below, from most to least desirable, will provide photo-mechanical and/or computer-generated graphic processes to be selected from only one of the following:

- a) Photo-etch nylon-polymer with metal substrate
- b) Chemical or acid etched metal
- c) Photo-sandblast metal or plastic
- d) Plastic engraving
- e) Formed plastic raised characters adhered by resin bond

4. Sign panels and frames will be fabricated in accordance with or similar to contract drawings included as part of the specifications for this project. Any variation must be approved by Owner.

B. Changeable or Temporary Identification

1. Message to be applied to the face of the removable insert.
2. Computer-cut vinyl or photo-screen print process is acceptable.
3. Because a vandal resistant system is required, there must be no apparent indication that the insert can be removed.

C. Ceiling and/or Projecting Sign Panels

1. Computer-generated vinyl die-cut characters or photo-screen process applied to the face will be acceptable.
2. Number of faces (single or double) will be determined by location and Message Schedule.

2.02 FABRICATION

A. Typeface

1. Optima Medium (preferred) or Optima Semi-bold, with layout per drawings. Inserts should utilize upper and lower case. No signage shall be all capitals.
2. Capital letter height minimum of 5/8" for permanent identification.

B. Permanent Identification

1. 1/8" to 3/16" panel thickness, plus raised image graphics, with radius (preferred) or square corners and edges for Room Number and Name with 1/16" panel thickness for symbols and directional panels.
2. Panel to be fastened by means of double-face foam tape applied to the back of each panel.

C. Changeable or Temporary Identification

1. 1/16" matte acrylic faceplate with screen printed border, second surface, assembled with spacers and a 1/8" back plate with .025" minimum spacer thickness to allow for insert.
2. .010" clear polished vinyl for changeable insert with graphics applied to face.

D. Ceiling and/or Projecting Sign Panels

1. Refer to contract drawings, comments within Message Schedule and field conditions to determine installation requirements.
2. Panel material to be acrylic or aluminum panel as indicated in project documents.

E. Frame

1. 1/16" x 1/2" aluminum or acrylic angle perimeter, with pressboard or acrylic back, radius or square corners and counter-sunk holes for installation for Room Name and Number; 1/16" x 3/8" aluminum or acrylic angle for symbol and wall mounted directional panels.
2. Frame size to be a minimum of 1/8" and maximum of 1/4" larger than the sign panel, in both height and width, to allow for an opening between panel and frame.

F. Colors

1. Unless specified elsewhere, contrasting colors for graphics, background and frame will be selected by Architect from manufacturer's entire range of available colors.
2. For specific color matching, Owner/Administrator will provide color swatch, minimum 4" x 4", and sign fabricator will provide sample for approval.

G. Panel Size

1. Refer to drawings for all dimensions. Variations of up to 5" are acceptable with approval of Owner.
2. Should message schedule include graphic copy that exceeds specifications indicated, panel size to be increased accordingly; field conditions shall be verified for sufficient space to accept sign panel.

2.03 ACCEPTABLE VENDORS

- A. Acceptable vendors include: DGS Corporation, Chicago, Illinois; Generic Sign Systems, Chicago, Illinois; Innerface Architectural Signage, Lockport, Illinois; Spanjer Brothers, Incorporated, Chicago, Illinois; and Spring Moon Signs & Designs, Lombard, Illinois, subject to compliance with the contract drawings and specifications.

- B. The Owner/Administrator will consider written request to add vendors to the above list upon receipt of product literature and one (1) sample similar to the components specified for this project, not less than ten (10) days prior to the scheduled bid opening date. Approved requests will be included by addenda not less than seven (7) days prior to the bid opening. Requests received less than ten (10) days before the scheduled opening will not be considered.

PART 3 - EXECUTION

3.01 INSTALLATION

- A. Sign panels, components and frames to be located as shown or scheduled, affixed by means of the mounting methods described, in accordance with the manufacturer's instructions.
- B. Sign frames and panels to be installed on the latch side of the door, identifying room name and/or number, 2" to 3" from the door jamb and at a height of 60" to the top of the frame as measured from the floor level; or in accordance with the current ADA Accessibility Guidelines.
- C. Directional signs to be mounted at a height of 63" above floor level, and centered within visual area.
- D. Projecting and ceiling mounted sign panels will have a minimum clearance of 7'-6" from floor level to the bottom of the sign panel.
- E. All components to be installed level and plumb.

3.02 SIGN SCHEDULE AND DETAILS

Type 1 - Room Number

- 1a - 3" x 3" Panel
- 1b - 2" x 6" Panel
- 1c - 3/4" Vinyl Die-cut characters applied to the door jamb

Type 2 - Number and Room Name

- 2a - 3" x 3" Panel (number) with 3" x 9" Panel (room name)
- 2b - Name and Number above second 3" x 9" panel with 3" x 3" pad of "Post-It" Notes below number panel
- 2c - Room Name, with panel sized in accordance with building conditions, mounted above door or from ceiling at entry

Type 3 - Number and Faculty Identification

- 3a - 3" x 3" Panel (number) with 3" x 9" Changeable Insert Holder available with single or double slots
- 3b - 3" x 3" Panel (number) with 3" x 9" Panel (room name) in top half with 3" x 9" Changeable Insert Holder (single or double slot) and 3" x 3" "Post-Its" below
- 3c - Similar to above, except Changeable Insert Holder replaces Room Name to right of number

Type 4 - Conference Room Identification

- 4a - 3" x 3" Number and 3" x 9" Room Name at top with 3" x 3" Panel below number (In Use) and moveable blank slider to cover message when not in use
- 4b - 3" x 3" Panel (In Use) with 3" x 9" Panel (Room Name) as slide to cover (In Use) when room is vacant

Type 5 - Symbol with Message

(Men, Women, Stairs, Do Not Enter, etc.)

- 5a - 6" x 6" Panel
- 5b - 4" x 4" Panel

Type 6 - Floor Level Identification
(located inside stairwell)

- 6a - 4" x 4" Panel
- 6b - 6" x 6" Panel

Type 7 - Elevator Warning (In Case of Fire...)

- 7a - 4" x 9" Panel

Type 8 - Safety/Hazard Identification
(Fire Door, Not An Exit, Employees Only)

- 8a - 3" x 9" Panel
- 8b - 4" x 9" Panel

Type 9 - Directional, Wall Mount

- 9a - Panel with height and width determined by message length, with all panels of same width, unless space conditions create a limit
- 9b - Individual changeable insert panels with size based on letter height and message length - all inserts within building should be of same size to allow for changing individual message panel

Type 10 - Directional, Ceiling Mount

- 10a - Single panel with vinyl die-cut characters applied to face with size and number of faces determined by conditions within the building
- 10b - Individual changeable insert panels with die-cut vinyl copy to allow for changing individual messages

Refer to comments for Installation may be rigid or by chain

Type 11 - Directory

- 11a - Primary Directory at entrance
Size, style (insert strip of letterboard) and type (illuminated/non-illuminated) to be based on specific needs of building
- 11b - Secondary Directory in elevator lobby of each floor

To be similar to above, only smaller to accommodate floor information

Type 12 - Emergency Evacuation (Floor Plan)

12a - Customized for each building based on complexity - located at each elevator lobby to identify complete floor layout

12b - Located in corridor at Stairs to identify alternate routes to safety, not necessary to reproduce complete floor plan

Type 13 - Hazardous Material Information Holder

13a - Changeable 3 slot (6 1/2" x 14") Holder to accept NRC, OSHA, etc. approved information cards

Type 14 - Building Details for Police/Fire

14a - Floor plans to detail various zones for water, smoke, etc.

FABRICATION DETAILS

Graphics:

Permanent Identification
Letters, Numbers and Symbols raised 1/32"
from smooth, flat background
Tactile Etch Panel with photo or computer
generated graphic images

Changeable Identification
Acrylic Holder fabricated with slot(s) to
accept clear, polished vinyl inserts with vinyl
letters applied to face

Ceiling or right angle projecting Panels will
have graphics by means of applied vinyl or
screen print messages

Typeface:

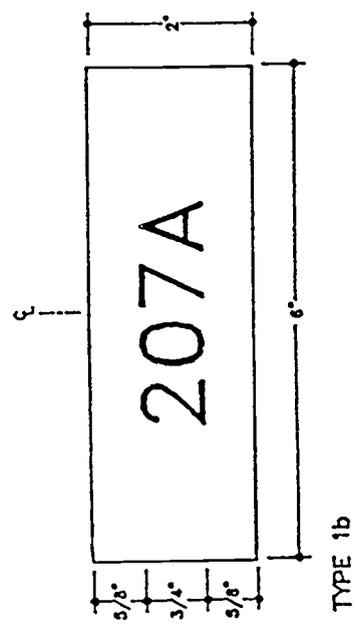
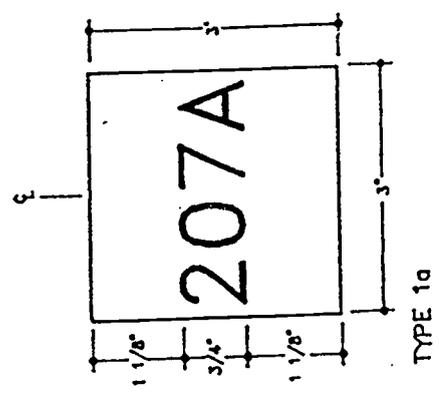
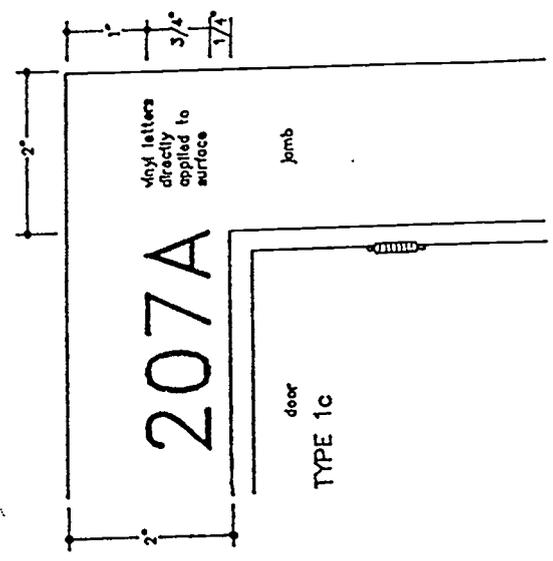
Optima Semi-Bold, Capitals and lower case
with size and layout per drawings

Frame:

1/16" aluminum angle for perimeter with
square corners and dividers and/or slide as
indicated on drawings

Installation:

Frame mounted to wall/ceiling by means of
concealed mechanical fasteners (screws)
through frame and into anchors set in pre-
drilled holes with panel affixed by means of
double-face foam tape (permanent
identification) or magnet for Changeable
Insert Holders or Message Panels

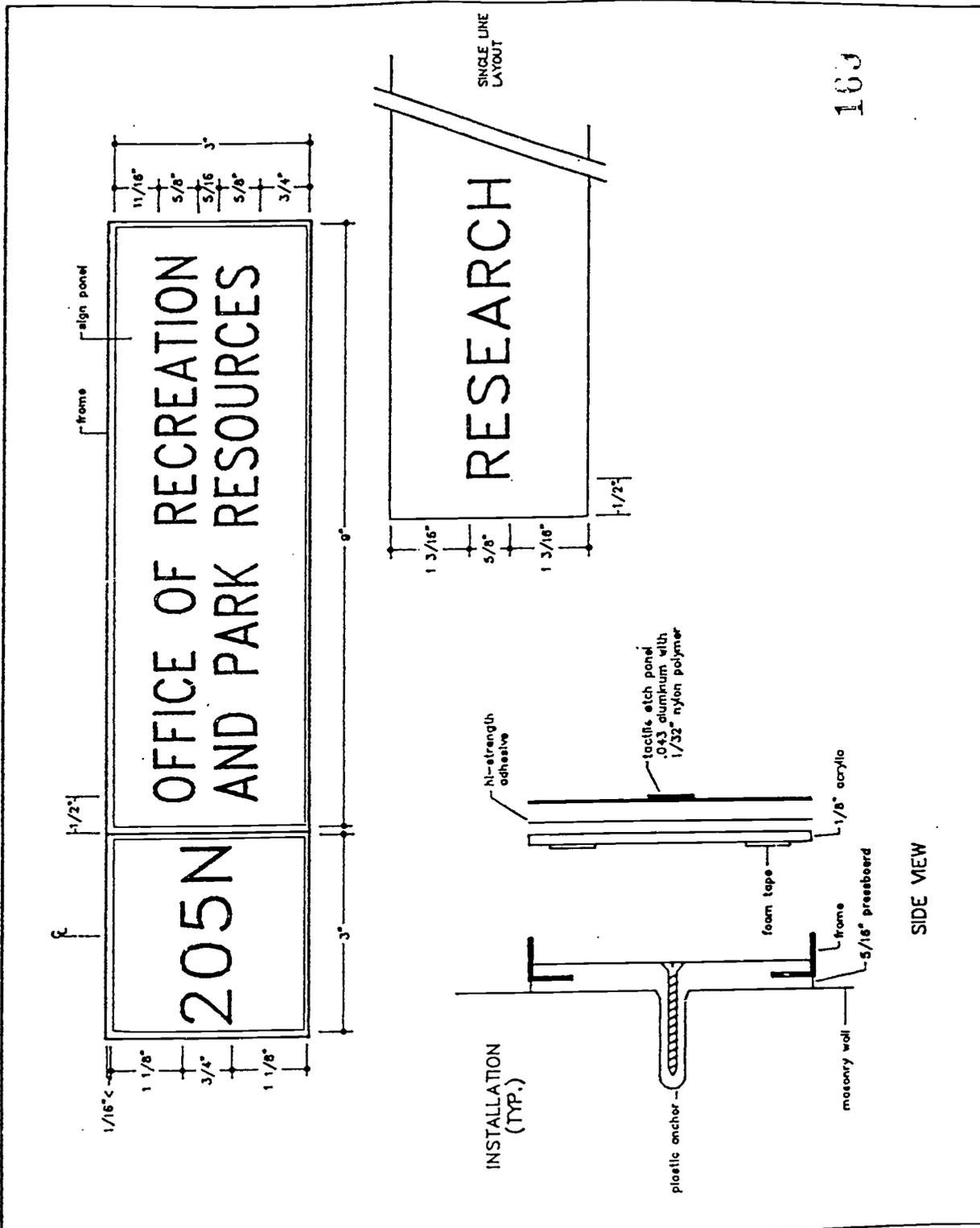


Interior Identification System

Type 1 Room Number

	BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING		DRAWING NO. 10440-1
	DATE: AUGUST 3, 1992		





100

Interior Identification System

Type 2a Room Number and Name

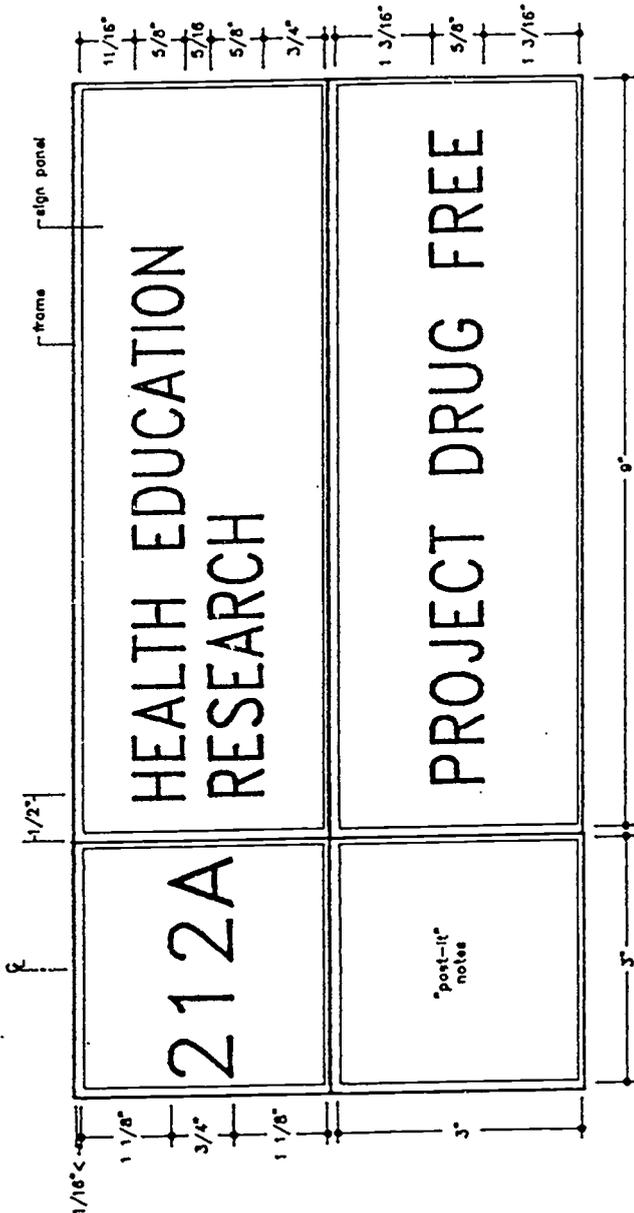
UIUC

BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING
DATE: AUGUST 3, 1992

DRAWING NO
10440-2

100

171



Interior Identification System

Type 2b Room Number & Name with Secondary Information



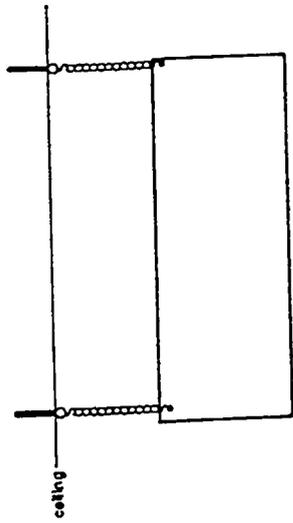
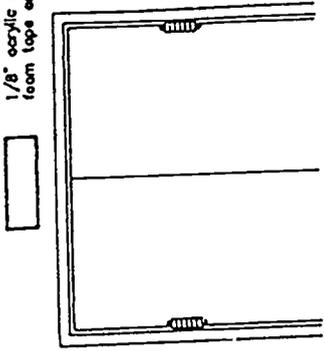
BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING
DATE: AUGUST 3, 1992

DRAWING N.
10440-3

171

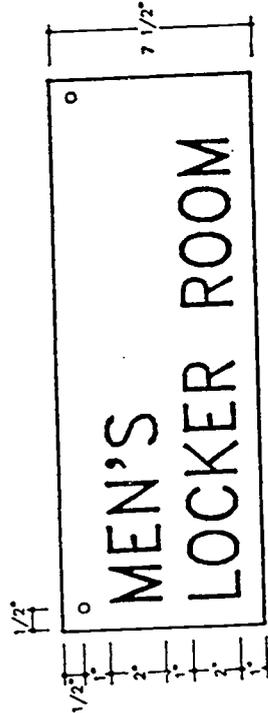
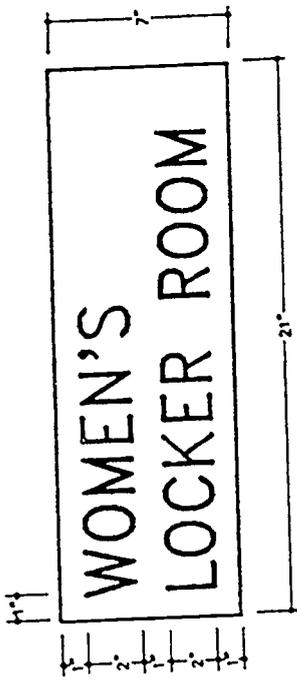


1/8" acrylic mounted with
foam tape on the back



.090 aluminum with vinyl letters
applied to single face, cheln mounted

113



Interior Identification System

Type 2c Room Name for Special Conditions

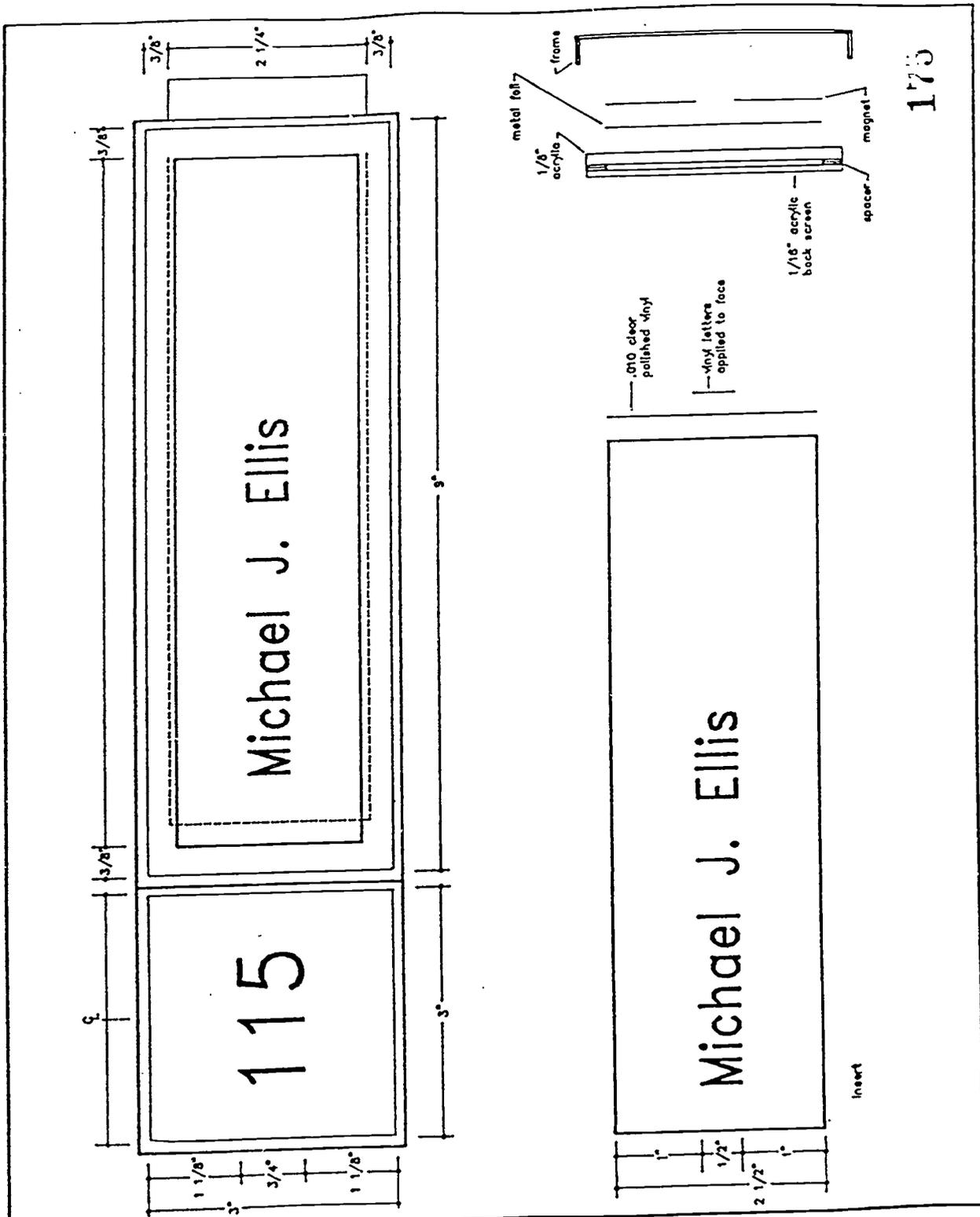
UIUC

BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING

DATE: AUGUST 3, 1992

DRAWING NO
10440-4





175

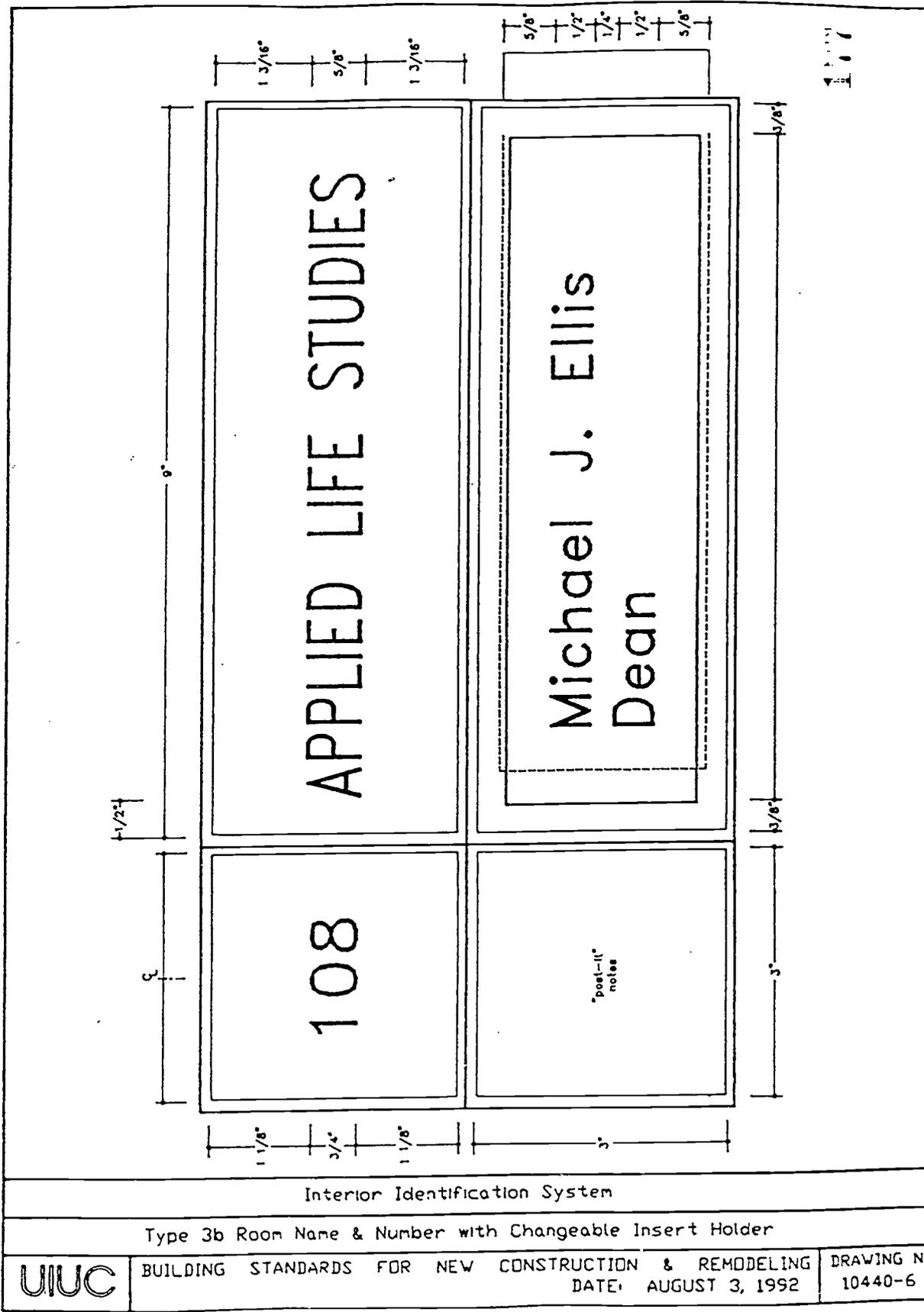
Interior Identification System

Type 3a Room Number with Changeable Insert Holder

UIC	BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING	DRAWING NO. 10440-5
	DATE: AUGUST 3, 1992	

174





100

Interior Identification System

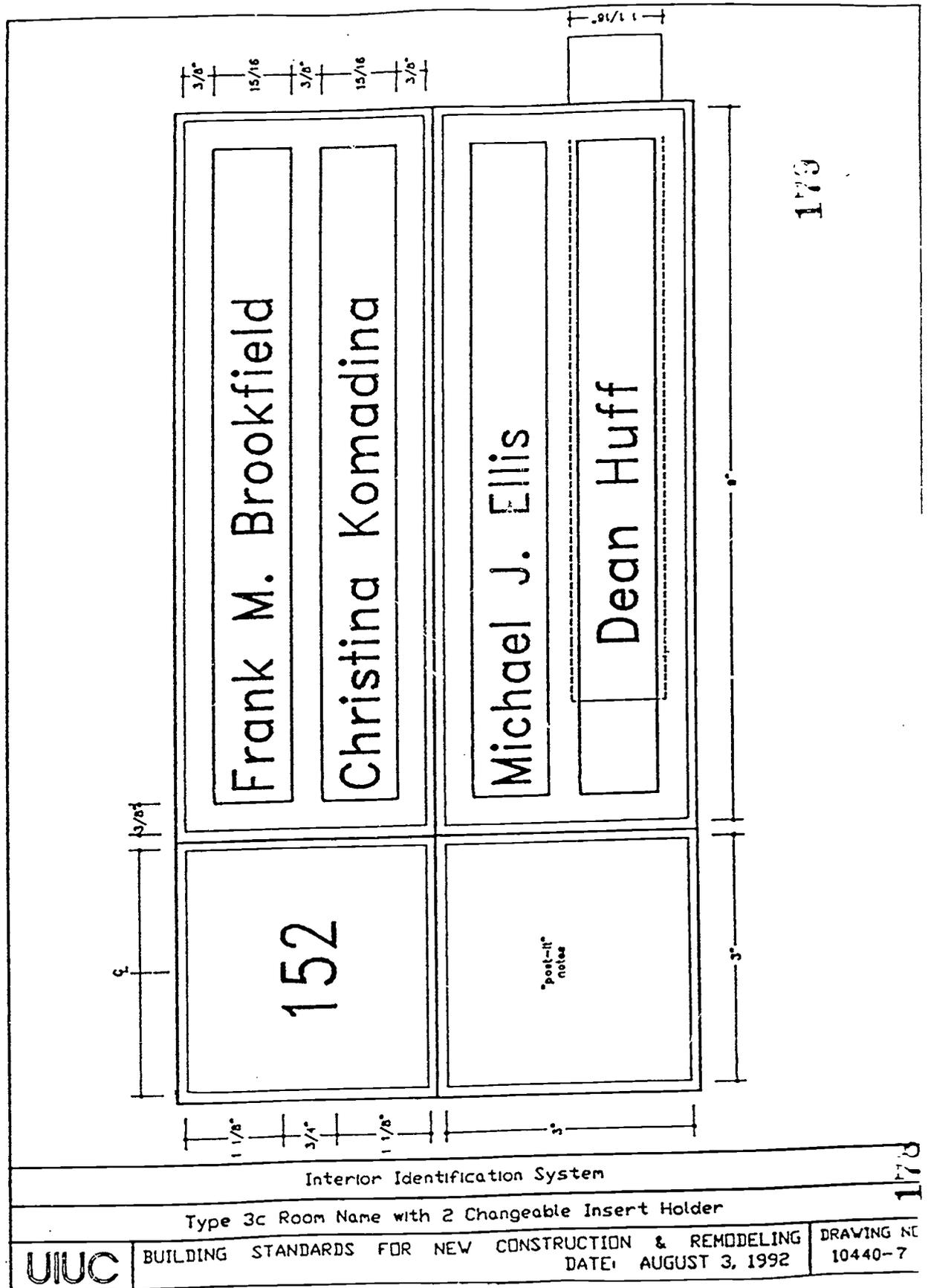
Type 3b Room Name & Number with Changeable Insert Holder

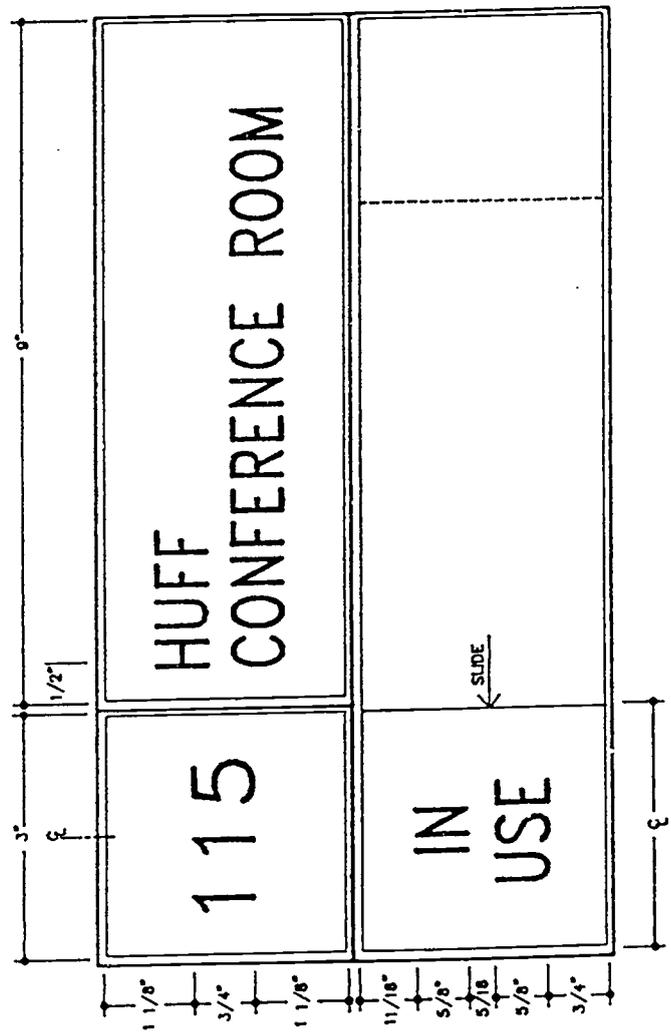
UIUC

BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING
DATE: AUGUST 3, 1992

DRAWING NO
10440-6





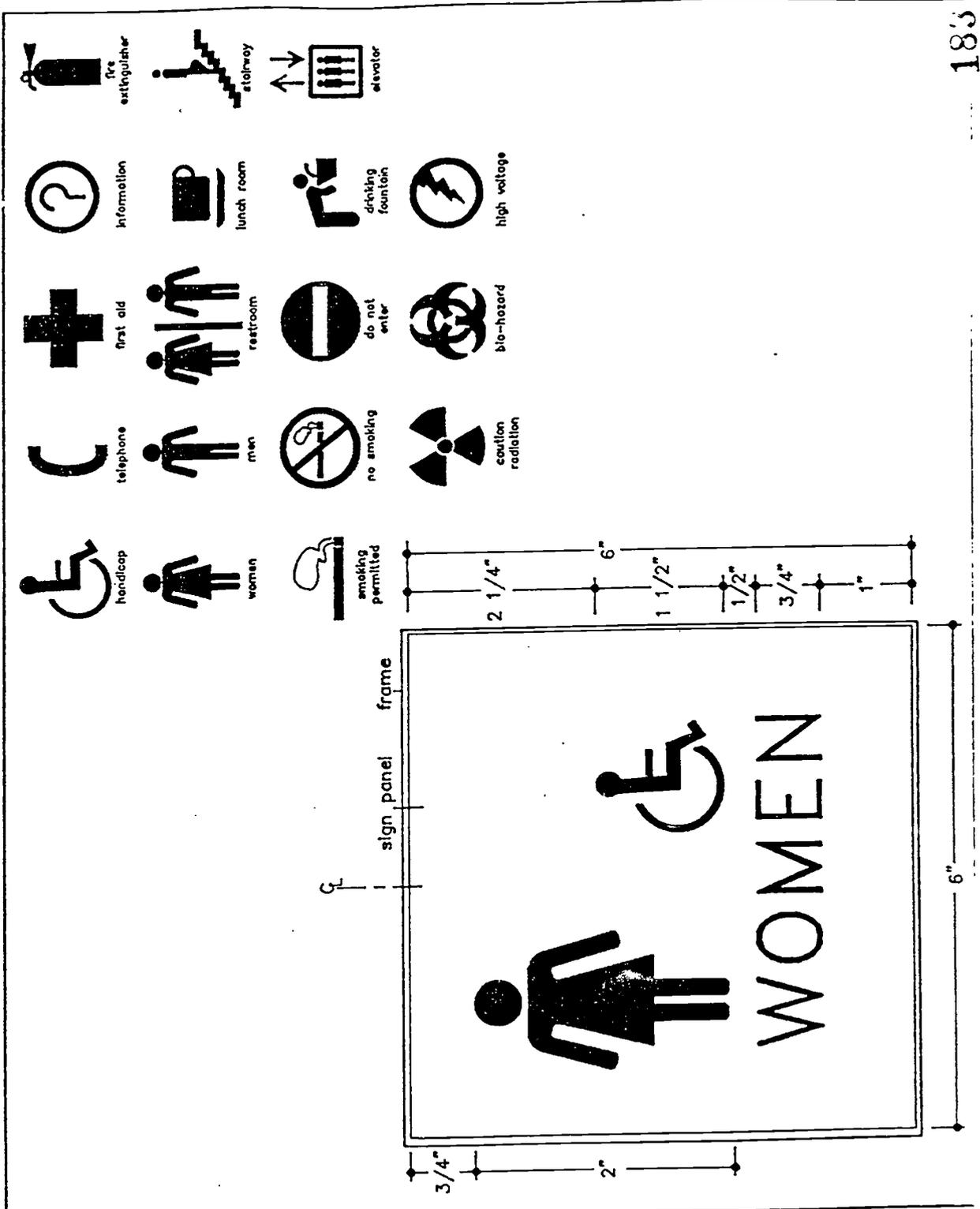


Interior Identification System

Type 4a Conference Room Name & Number with Slider

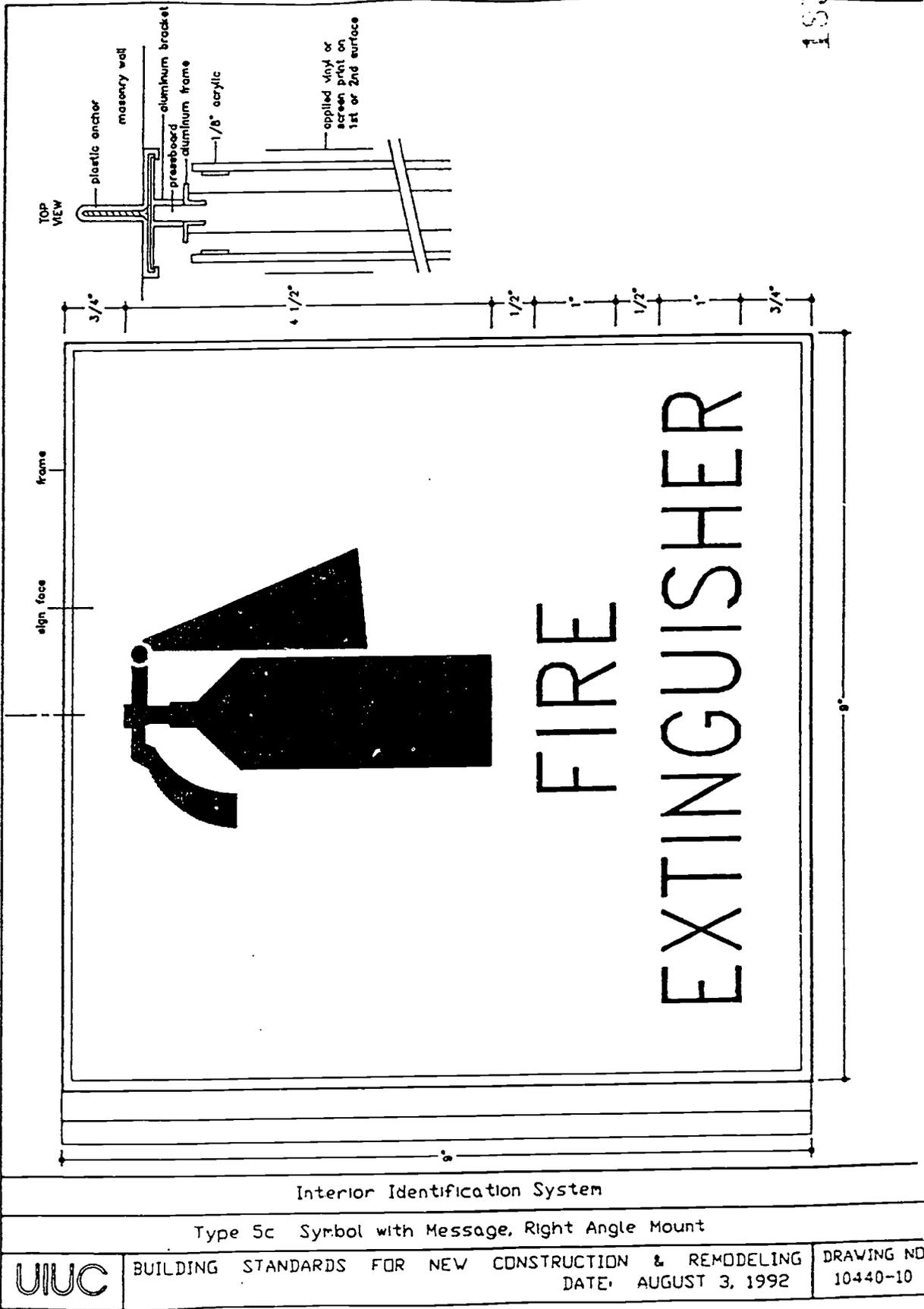
UIUC	BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING	DRAWING NO.
	DATE: AUGUST 3, 1992	10440-8





Interior Identification System		
Type 5a Symbol with Message, Wall or Door Mount		
UIUC	BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING DATE: AUGUST 3, 1992	DRAWING NO. 10440-9

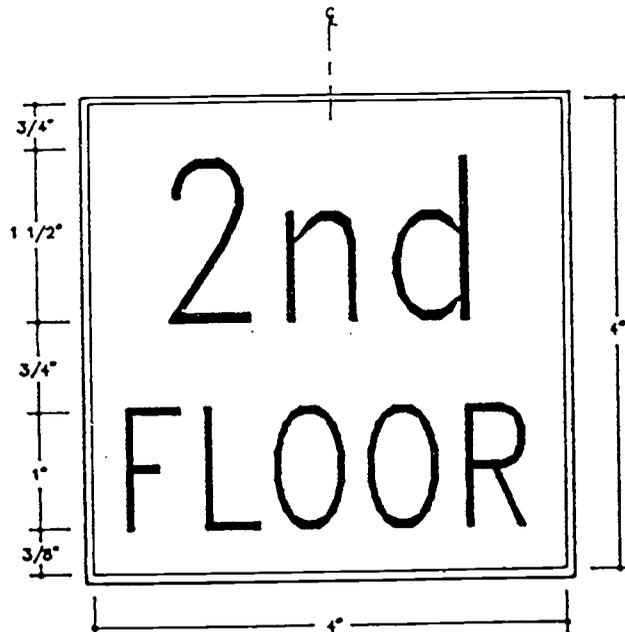




150

151





Interior Identification System

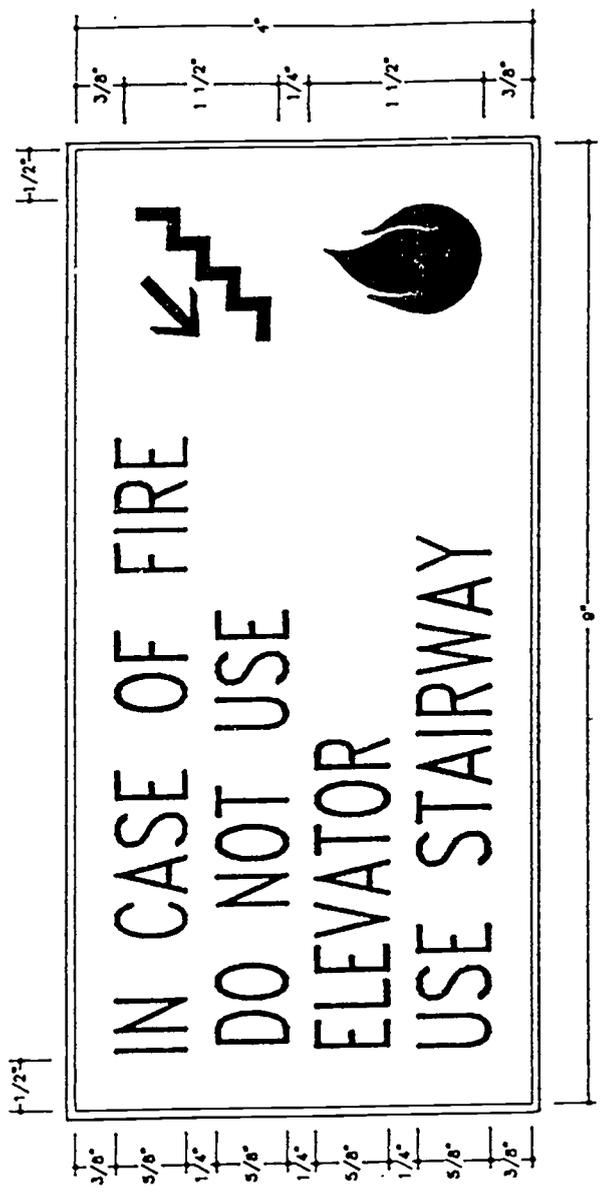
Type 6a Floor Level Identifier

UIUC

BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING
DATE: AUGUST 3, 1992

DRAWING N
10440-11

186



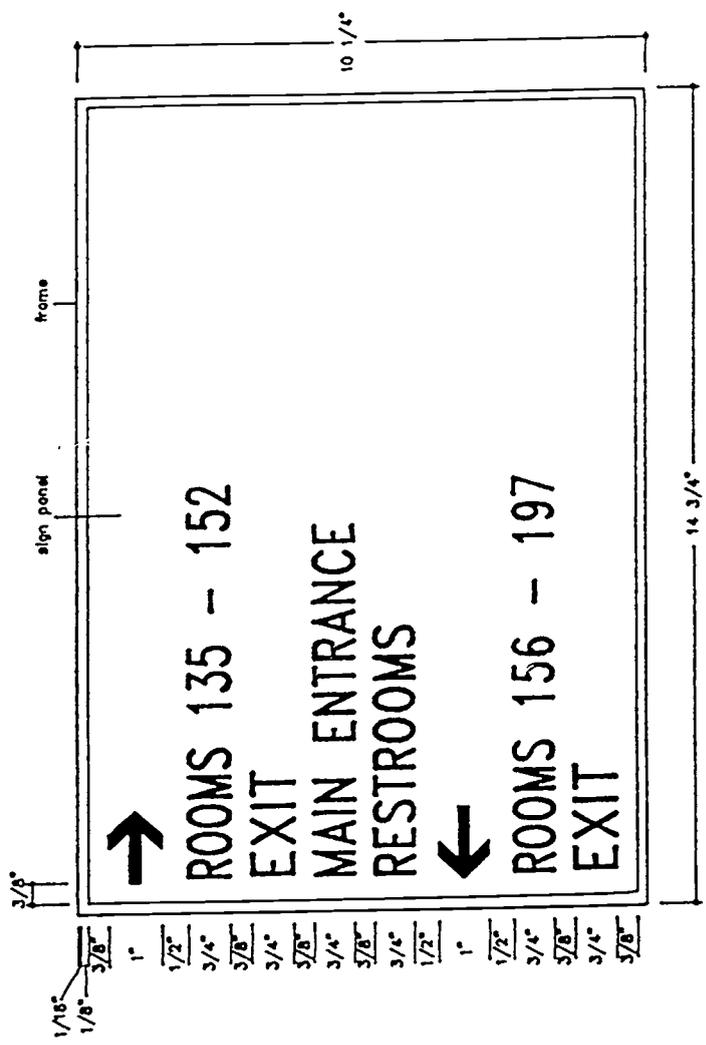
Interior Identification System

Type 7 Elevator Warning

UIUC

BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING
DATE: AUGUST 3, 1992

DRAWING NO
10440-12



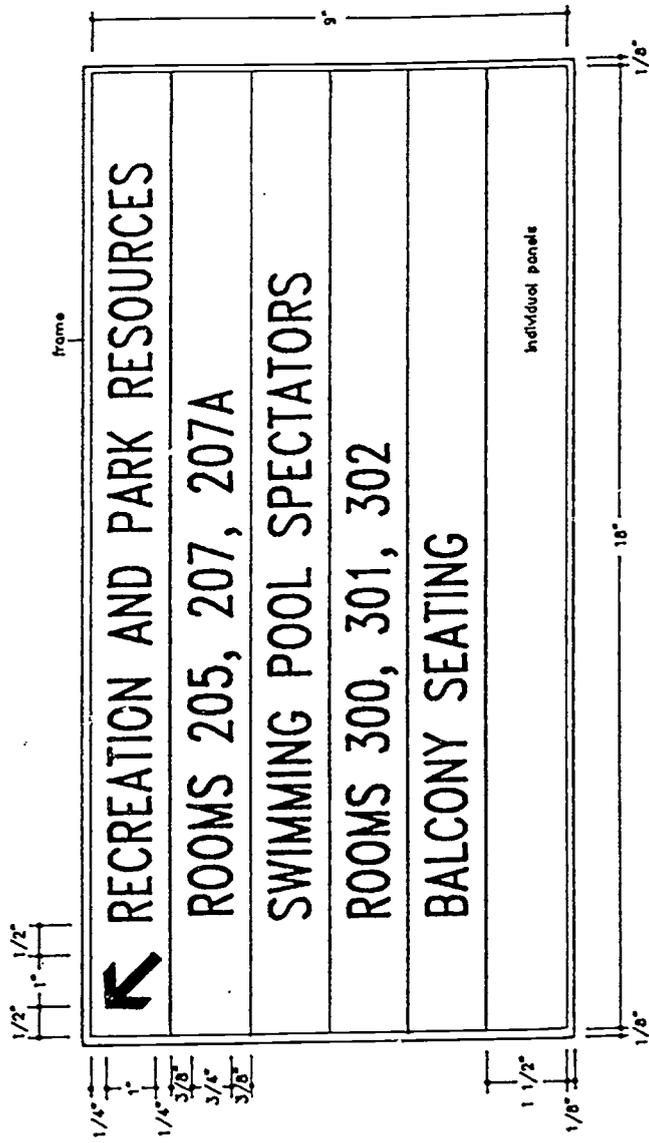
Interior Identification System

Type 9a Directional Single Panel Wall Mount



BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING
DATE: AUGUST 3, 1992

DRAWING NO.
10440-13



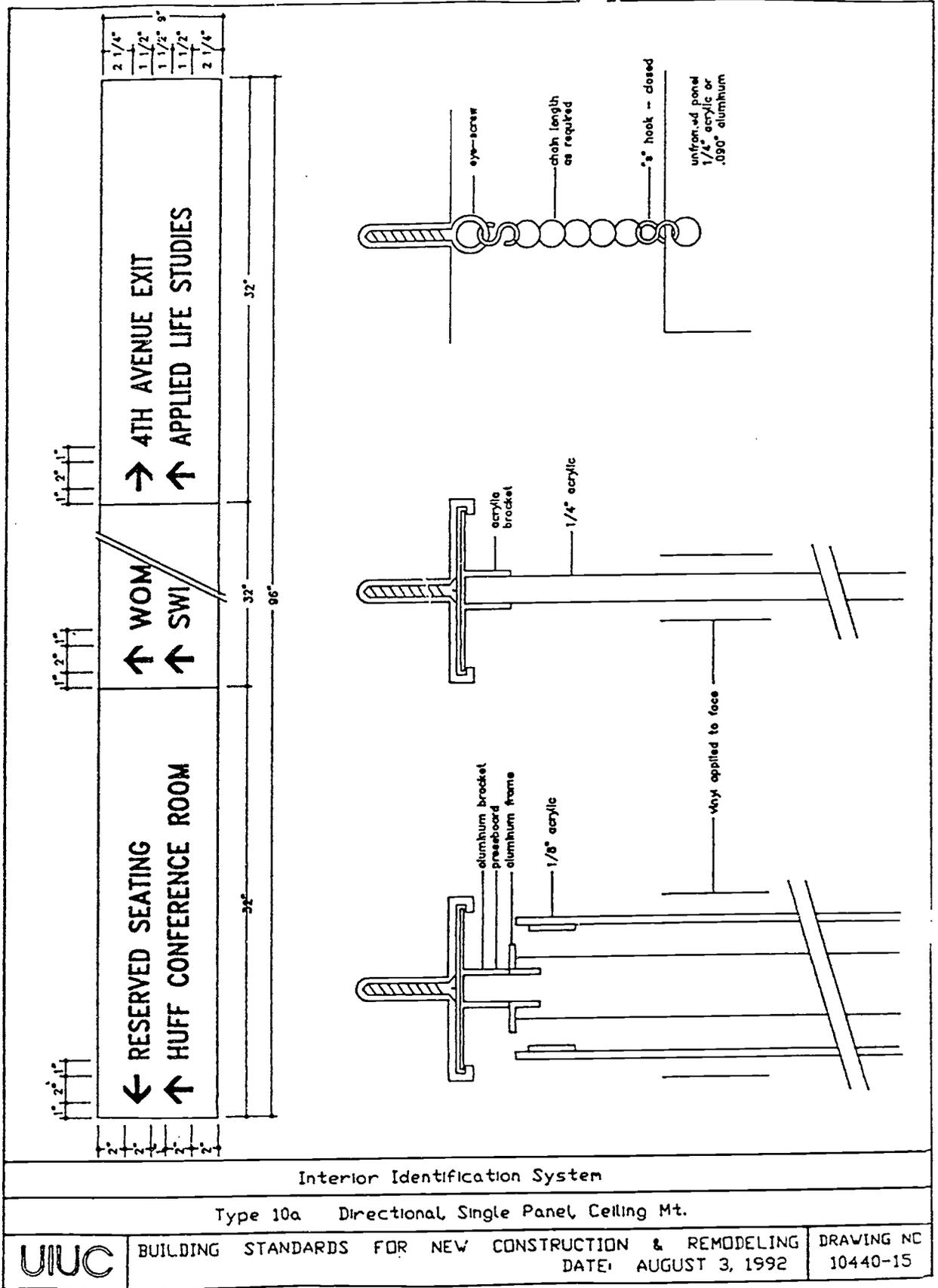
Interior Identification System

Type 9b Directional, Individual Insert, Wall Mount

UIUC

BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING
DATE: AUGUST 3, 1992

DRAWING NO
10440-14



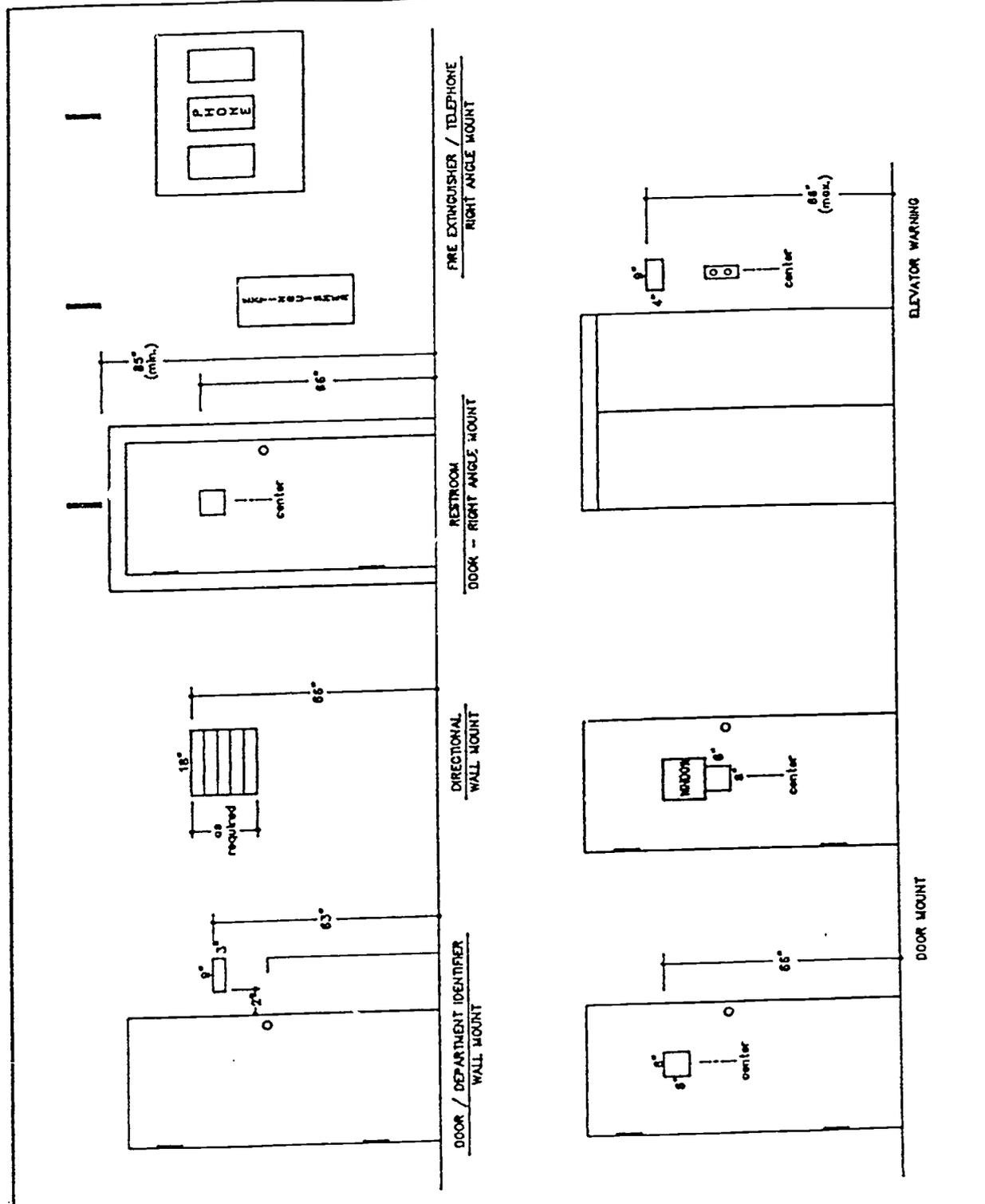
Interior Identification System

Type 10a Directional Single Panel Ceiling Mt.



BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING
 DATE: AUGUST 3, 1992

DRAWING NO
 10440-15

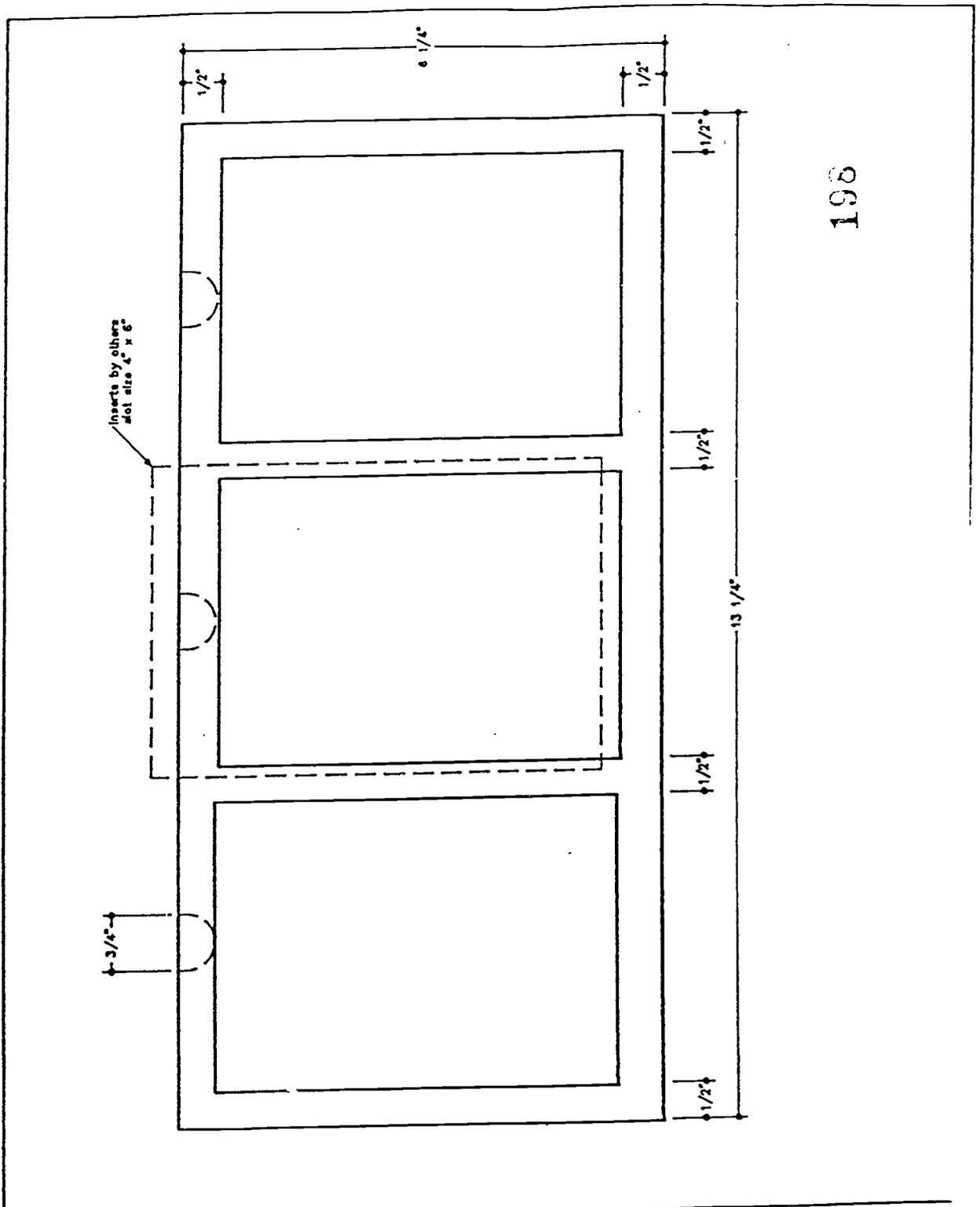


Interior Identification System

Location and Elevation for Installation

UIUC	BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING	DRAWING NO.
	DATE: AUGUST 3, 1992	10440-16





198

Interior Identification System

Type 13 Hazardous Material Information Holder

	BUILDING STANDARDS FOR NEW CONSTRUCTION & REMODELING		DRAWING # 10440-1
	DATE: AUGUST 3, 1992		



3.04 CLEANING AND PROTECTION

- A. Upon completion of the Installation, soiled sign surfaces to be cleaned in accordance with manufacturer's instructions.
- B. Damaged items will be reported to the Owner and manufacturer, with replacement in a prompt and timely manner.
- C. Protect completed installations from damage from subsequent construction operations.

3.05 DISPOSAL

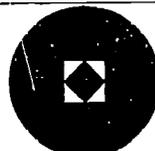
- A. All waste materials shall be properly and legally disposed of off site by the contractor. Burning on the site will not be allowed.



SYSTEMS AND PROCEDURES EXCHANGE CENTER

SELECTED READINGS

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

- Americans with Disabilities Act Handbook. Washington, DC: U.S. Government Printing Office, 1992.
Accessibility standards for signs which includes character proportion, color contrast, raised and indented lettering, and mounting height and location.
- Cohen, Aaron, and Cohen, Elaine. Designing and Space Planning for Libraries: A Behavioral Guide. New York: R. R. Bowker Co., 1979, pp. 197-212.
Discussion of the role of the architect and interior designer, examples of letter styles, basic considerations in planning graphics in libraries.
- Cubberley, Carol W. "Write Procedures that Work." Library Journal 116 (September 15, 1991): 42-45.
Helpful in writing effective and succinct text for signs.
- Diskin, Jill A. and Patricia Fitzgerald. "Application for the Apple Macintosh and MacPaint." Library Hi Tech 2, no. 4 (1984): 71-77.
Software selection is not current, but useful information endorsing computer-generated signs in libraries.
- Eaton, Gale. "Wayfinding in the Library: Book Searches and Route Uncertainty." RQ 30 (Summer 1991): 519-527.
A study with practical suggestions concerning effective signs in the library.
- Eaton, Gale, Michael Vocino, and Melanie Taylor. "Evaluating Signs in a University Library." Collection Management 16, no. 3 (1992): 81-97.
An interesting study of the effect of signage on library users.
- Johnson, Carolyn. "Signs of the Times." Wilson Library Bulletin 68 (November 1993): 41-42.
A humorous approach; right on target concerning the conglomeration of signs in many libraries; offers practical steps for correcting the situation plus a bibliography of related readings.
- Kinder, Jackie, and Eckman, Catherine. "Where Do I Go From Here?" College & Research Libraries News 54 (February 1993): 79-80.
A practical approach to planning effective signage in libraries including criteria for successful signage.
- Kirby, John. Creating the Library Identity: A Manual of Design. Brookfield, VT: Gower, 1985.
Covers not only signs, but also library logos, letterhead, and items for sale. Full-page graphics and a color microfiche illustrate the text.
- Kupersmith, John. "Reducing Visual Clutter." Research Strategies 6 (Spring 1988): 83-84.
A two-page "how-to" needed by many libraries.
- Kupersmith, John. "'Starter Kit' for a Sign System." Research Strategies 6 (Summer 1988): 133-135.
Includes a checklist of sign system objectives and components.
- Kupersmith, John. "Setting Objectives for a Sign System." Research Strategies 1 (Summer 1983): 131-133.
Short introduction to the different kinds of signs and their purposes.
- Mallory, Mary S. and Ralph E. DeVore. A Sign System for Libraries. Chicago: American Library Association, 1982.
A largely graphical approach to planning a library signs system.

Pollett, Dorothy. "Signs are for People." South Carolina Librarian 23 (Fall 1979): 2-7. [summary of a presentation given at the South Carolina Library Association signage workshop in April 1979]
A short review of the relationship between library user behavior and signage; practical tips.

Polett, Dorothy and Peter C. Haskell, eds. Signs Systems for Libraries: Solving the Wayfinding Problem. New York: R. R. Bowker Co., 1979.

Discusses signage in terms of making libraries more accessible, particularly to the first-time or unskilled library patron. Discussions range from theory and research on signage to technical and psychological considerations for a library signage system.

Reynolds, Linda, and Stephen Barrett. Signs and Guiding for Libraries. London: Clive Bingley, 1981.
Focuses on practical problems related to sign location, content, and lettering for library signage.

Selfridge, Katherine M. "Graphic Design of Building Sign Systems." In Information Design, pp. 265-275. Edited by Ronald Easterby and Harm Zwaga. New York: John Wiley & Sons, 1984.
Practical approach to planning, designing, testing, fabricating, and installing a signs system, using a children's hospital as the model.

van Allen, Sr., Peter R. "A Good Library Sign System: Is it Possible?" Reference Services Review 12 (Summer 1984): 102-106.
A "how-to" centering on the different kinds of signs.

Yeaman, Andrew. "Lost in the Information Supermarket." Wilson Library Bulletin 64 (December 1989): 42-46.
A short, general article, illustrated with photographs; tips for success.